

Belle Aire Craft Fair Guidelines

Submitting the registration form and the rental fees indicates that you have read and will abide by these Belle Air Craft Fair Guidelines:

- Vendors make out their check to Belle Aire Baptist Church. Mail or bring them to the church office at 1307 N. Rutherford Blvd. Murfreesboro, TN 37130.
- Booths are reserved once the registration form has been filled and the booth rental fee has been paid. We hold booths for four days once the prospective vendor has received verbal permission for renting the booth from Deryl Long (615-796-3504) or Pam Davis (615-653-5319).
- Booth sizes are (inside the Theater) 6'x8' at \$40 and 8'x10' at \$50, and (outside) 10'x10' at \$50. Electrical outlets are limited, so advanced arrangements are needed, as well as an additional \$5 fee per booth. Vendors must bring their own extension cords.
- All booth rental fees are nonrefundable. No exceptions. All requests and payments must be received by Sept. 1, 2018, or four days after verbal confirmation.
- Any food in the booths will be prepared. No cooking is allowed.
- If vendors sell items that represent a company (such as Avon, Tupperware, etc.) they must have items to sell on hand for paying customers to take with them.
- Any booths selling items that represent a company are limited to 7 total booths for the Craft Fair. Once the 7 booths are gone, no more company promoted booths will be allowed.
- All proceeds from booth rentals go to support the Dean and Judy Sisk Scholarship Fund to support students preparing for ministry.
- All sales from the booth are for the vendors to keep.
- Vendors should make sure to list on their registration form all the items they will be selling. (We like to list specific items and pictures in our advertising.)
- Vendors provide and are responsible for their own booth displays, tables, chairs, extension cords, etc. The items should fit within the dimensions of the booth.
- Since this is a family-oriented venue, we ask for vendors to behave with respectable decorum.
- There is no smoking in the building or any alcoholic beverages on the grounds.
- Belle Aire Baptist Church is not liable for any items lost, stolen, or broken during the setup, at the event, or during teardown.
- Vendors are expected to keep their space neat, clean, and attractive.
- Set up times are Friday, Sept. 21, from 5:00 p.m. to 8:00 p.m. The building will be open at 7:00 a.m. for last minute arrangements. All booths must be ready by 7:45 a.m. on Sept. 22.
- Vendors must agree to stay from 8 a.m. until 2 p.m. Please no early teardowns. Early teardowns hurt other vendors' business and won't be invited next year. Vendors or their associates will manage their booths at all times.
- Food, such as pizza and sodas, etc. will be sold at the craft fair.