

CHRISTMAS FAIR BOOTH SPACE RULES / AGREEMENT

Vendor Approval

- Vendor Applications will be approved on a rolling basis but expect vendor approvals to be sent out starting **October 21st, 2024**. Your card will be charged when your application is approved.
- Vendor booth location assignments will be announced beginning **November 13th, 2024**

Setup Times

- **Setup Days:** Be ready by 8:30 AM on the day of the show unless otherwise approved by staff.
Available setup days and times:
 - Thursday (10:00 AM - 7:00 PM);
 - Friday (11:00 AM - 8:00 PM);
- **Setup Deadline:** Setup by 8:00 PM the night before the fair, **if you need to setup the morning of the fair, you MUST inform staff or your booth will be reassigned Friday evening**. We do this to avoid empty booths during the Christmas Fair and enhance show aesthetics.

Booth Specifications

- **Size and Decorations:** Decorations must stay within your space, unless approved by management. Avoid damaging walls or floors, remove all staples & tape used. No duct tape or loose glitter.
- **Booth Changes:** No selling, subleasing, or sharing without management approval. Cancellations within a month of show result in fee forfeiture unless the booth is resold, in which case a 50% refund applies. Cancellations within two weeks forfeit all fees.

General Terms

- **Safety Guidelines:** No flammable or explosive materials. Use 110-volt power only. Fairgrounds not responsible for equipment damage due to overloading outlets.
- **Noise and Interference:** Keep noise low and avoid disturbing other booths.
- **Booth Attendance:** Staff your booth during public hours 9AM-4PM; Fairgrounds not liable for lost or stolen items.
- **Solicitation:** No walk around solicitation allowed. Violation may result in booth closure.
- **Ticket Sales and Contests:** No selling raffle tickets or chances. If you offer free chances, drawings, or contests, report names of winners to the Fairgrounds.