



## CRAFT FAIR GUIDELINES AND RULES PLEASE READ AND SIGN...RETURN WITH APPLICATION

We know it is hard work to be in a craft fair and most info on this page is just common sense. But they are the guidelines and rules that will make it easier for everyone when followed and provide a consistent venue for your customers to enjoy and return to year after year.

**Jurying:** Applicants must submit 4-5 images of their work (booth photo suggested) via email. We can also jury via images on your website. If accepted into the fair, your photos will be used to promote you on ADDCE website and Facebook. Acceptance notices usually go out within 7 days of receipt to the email provided on the form. Exhibitors are permitted to sell their own creations only, Only top quality, well-made items may be sold. Only finished crafts permitted.

**No Buy-Resell, No Imports, No Supplies, No Kit Items, No "Seconds" or "Clearance" Items, No Home Improvement Sales**

**Specialty Food Applicants:** Specialty foods are limited. All foods MUST be made by the seller. All local Health Codes apply. All licenses and any temporary food vendor permits must be obtained from the local health department at your own expense and on hand if requested. Proof that the food you are selling or sampling is made in an inspected facility along with ServSafe certification and Allergen certification must be on site for any health inspector to verify.

### All Applicants:

1. All exhibitors are responsible for collecting and remitting all taxes. Massachusetts is 6.25%.
  2. Once accepted you may not add any products to your booth without prior consent.
  3. Smoking is not allowed in your booth or on the show grounds or outside the public entrance.
  4. Set-up: You will be notified of your booth number before the fair but please make yourself known to be on site. Last check-in time allowed is 60 minutes before opening at 10:00 am. Set up time is 7 am to 9:45 am
  5. All exhibitors shall be responsible for delivery, setup and removal of their own display and materials.
  6. All vehicles must be moved to designated parking area after unloading. Please be considerate of other people needing to get through to set up with their vehicles --keep the aisle clear as much as possible.
  7. All exhibitors must follow policies regarding fire lanes, handicap parking etc. per town instructions.
  8. All outdoor booths require your own flame retardant, wind and rain resistant tent or canopy.
  9. All outdoor booths must be securely weighted or tied down. (Min. 25lbs per leg). 4" stakes only at Harwich. Please be sure your booth will withstand winds, rain and crowds.
  10. All tables must be covered to the ground & extra inventory discretely covered or stowed under the table.
  11. Displays must be kept neat and professional. Beverage cups, sandwich bags etc. should be out of sight.
  12. Trash - you are responsible for your own trash removal at the end of the fair. Portable toilets are not for trash disposal. Trash containers are available at Harwich and dumpsters are available in Brewster.
  13. Failure to leave your area clean will result in the town assessed cleanup fee being passed onto you.
  14. Displays must be contained within your own booth space with no signage, chairs, racks or product in the aisle. **This is mandatory in an indoor fair for traffic flow - no obstructions.**
  15. No calling out or hawking allowed. That is a major annoyance to everyone nearby and will not be tolerated.
  16. All items must be priced.
  17. All booths must remain intact until fair closing. Please do not begin full break down until 4:00.
  18. All booths and materials must be removed within 3 hours of fair closing on the final day of the event.
  19. We reserve the right to remove any offensive or non-juried product.
  20. All booths must be secured & covered during closed hours. We are not responsible for lost or stolen items on early setup Friday or overnights (security on Saturday night only).
  21. We reserve the right to OPEN the fair 30 minutes prior to posted time. Customers do show up early.
  22. Post dated check for early sign up are accepted but if insufficient funds when deposited, forfeit the space.
  23. The Show goes on: Rain or Shine. In extreme cases fair hours are subject to change due to weather. No refunds.
  24. Friendly, non-nuisance pets on a leash are welcome-customers bring dogs to the fair. Please keep your pet under control at all times and pick up waste as necessary. Sorry, no pets allowed in indoor fairs.
  25. No alcoholic beverages allowed. Appropriate business attire is expected as a professional crafts person.
- If for any reason you are unable to make it to a fair, it is your responsibility to inform us ASAP by both calling or text 508-364-5551 and emailing Prydonian2002@yahoo.com.**

**Cancellation Policy: All cancellations must be in writing. We refund fees if cancelled 30 days before show dates. We will move you, if possible, to another fair date (if category and open space allows) if you cancel within 30 days of the fair date.**

**Failure to comply with the Guidelines and Rules may result in forfeit of future fairs and fees.**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_