

Unitarian Universalist Fellowship of Montgomery
Holiday Arts & Crafts Fair & Book Sale
October 21, 2017

Vendor Agreement

1. All exhibits must be in place by Saturday, Saturday, October 21, 2017 at 8:30 a.m. Exhibits must be open and staffed during all Fair hours. All exhibit structures must be removed within one hour of the close of the Fair.
2. Vendor agrees to confine all display and selling activity within the assigned vendor space, refraining from placing signs and goods or other materials within or over public aisle space, vendor aisle space, or in other vendors' space.
3. Vendor agrees to abide by all applicable laws, ordinances, and regulations pertaining to health, fire prevention, public safety, business licenses, and sales tax permits.
4. Vendor agrees to maintain the dignity and integrity of the Holiday Arts & Crafts Fair & Book Sale and the Unitarian Universalist Fellowship of Montgomery (UUFM). The UUFM reserves the right to ask to leave the Fair any vendor who is not acting in the best interest of the Fair, or who does not meet vendor requirements.
5. **Vendor confirms that all items to be sold have been handcrafted by vendor, and no items have been imported or have been commercially produced for resale.**
6. Vendor agrees that application fee is non-refundable after September 1, 2017.

Vendor Guidelines

Deadline for booth application and payment is September 21, 2017. The payment and application must be received by that date.

The space rental fee for a 8' x 10' space is \$35.00, which includes an 8' table and 2 chairs. The rental fee is \$25.00 if vendor does not require a table and chairs. Vendors will be assigned a space prior to the Fair. The number of tables is limited, and tables will be reserved on a first-come, first-served basis.

In case of rain, the Fair will be moved into the Unitarian Universalist Fellowship of Montgomery building. Booth size in the building may be less than outside depending on the number of vendors requiring indoor space. Those that have tent frames will be encouraged to stay outside.

Refunds of rental fees minus \$10.00 will be made for cancellations on or prior to September 1, 2017. Cancellations must be made in writing. No refunds will be made after September 1, 2017.

Payment can be made online with PayPal.

If paying by check, make out the check to the Unitarian Universalist Fellowship of Montgomery and mail with the Vendor Application form and signed Vendor Agreement to:

Unitarian Universalist Fellowship of Montgomery
HA&CF
2810 Atlanta Hwy
Montgomery, AL 36109

A fee of \$35.00 will be charged for returned checks.

Hours for set-up are from 7:00 to 8:30 a.m. Event hours are from 9:00 a.m. to 3:00 p.m. Vendors are asked to keep their booths open until the Fair closes. If an emergency arises, and you need to leave, please notify the Event Chair that you are leaving.

Vendors will be assigned a check-in time and must check in when arriving so that they may be shown to their vendor space. Vendors who arrive after their checking time should not expect to drive to their booth space.

No food or drink for on site consumption is allowed to be sold from vendor's booth.

The vendor shall arrange its table(s) and other display equipment so as to not interfere with or block other vendor tables or pedestrian walkways.

Vendor bears the responsibility for security needs for its vendor area.

These items are NOT provided by the Fellowship: electrical outlets, lighting fixtures, table skirting.

Vendors may not use generators.

Vendors must clean their designated vendor area and shall leave with all of their unsold items, merchandise, trash and boxes.

No alcoholic beverages are permitted, and any vendor or vendor's personnel seen drinking alcoholic beverages during event hours may be asked to leave immediately with the vendor's future participation in the event discontinued.

Vendors shall be solely responsible for his/her own display, materials, and products.

Vendor shall be solely responsible for set-up and break-down of same.

The vendor understands and agrees that the Unitarian Universalist Fellowship of Montgomery, its agents, employees, and representatives provide no guarantee for the safety of the vendor's property and shall have no obligation or be responsible for any damage to the vendor's display, material, work, or equipment.

Vendor agrees to indemnify and hold harmless the Unitarian Universalist Fellowship of Montgomery, its agents, employees and representatives, from any and all causes of action arising from the vendor's participation in the event and its related activities and operations.

Vendor is responsible for any and all licensing as may be required by local and state governments, and shall comply with all pertinent laws, rules, ordinances, codes, and regulations of the City, County, State, and Federal governments, and agencies thereof having jurisdiction.

Adding products to vendor's booth beyond what was described in the vendor application is prohibited without approval of the Event Chair. Failure to abide by this rule may result in vendor's immediate permanent removal from event.

All items sold must be made by the vendor. Commercially produced products may not be sold. The Event Chair reserves the right to deny vendor participation if there is a question regarding the validity of the product(s).

UNACCEPTABLE CATEGORIES

Promotion/advertising of a specific service, association, club, or product except by those non-profits invited by the event chair.

Cigarette lighters or flammable items with the exception of candles made by the vendor. Candles may not be lit.

Food and/or drink unless these are made by the vendor and are the vendor's primary product and are packaged for off site consumption. These must be approved by the Event Chair.

Political campaigns.

Toxic products.

Weapons.

Exceptions to these categories have to be approved by the Event Chair.

Failure to comply with acceptable categories will result in expulsion.

By signing the Vendor Application, the vendor agrees to accept and will comply with these guidelines, rules and regulations. The Event Chair reserves the right to amend the agreement, rules, and regulations when deemed necessary to be in the best interest of the public health, safety, and welfare. Event officials reserve the right to remove any vendor from participation if any of these guidelines are not followed.

Questions? Email uuhacf@gmail.com