

Channahon United Methodist Church

Craft/Vendor Fair **November 16, 2024**

Rules and Guidelines Contract

1. The exhibitor accepts ALL liability for federal, state and local taxes related of the operation of the said event.
2. Set up will be available November 15, 2024 - 6p-8p and Saturday, Nov. 16, 2024 - day of event - 7:30am-9a. Doors to the public will open at 9am the day of the event.
3. All exhibitors are required to be at their tables/display during the show hours **9a – 2pm on November 16, 2024** . Please do not pack up early. Like any other business, posted hours of operation are vital. Thank you for your cooperation in this request. Pack up may start at 2pm and we ask that all exhibitors be packed up and out by 3pm for clean up. After unloading, day of the event – please park back by garage, saving front spaces for our shoppers.
4. Altering of any part of the facility is prohibited – (including any posting or hanging of ANYTHING on the walls/windows/doors) Any damage caused to CUMC building, property, or equipment due to this negligence will be the financial responsibility of the exhibitor.
5. Table coverings will not be provided by CUMC and exhibitors are asked to cover their tables.
6. Raffle ticket **SALES** are not permitted by any exhibitor. Raffle Drawings are permitted.
7. Handmade and Commercial items will be permitted. Any 2nd hand or antique exhibitors must be approved by the Church admin. Staff. CUMC reserves the right to limit the number of craft/vendor exhibitors that will be allowed to sell similar items, i.e. jewelry, quilts, cosmetics, crochet items & etc. **PRE-Approval to submit registration is required.** Call or Email for approval **815-467-5275 (ext 10)** or Office@ChannahonUMC.org
8. CUMC does not assume responsibility of any exhibitors items at any time. All items and equipment brought on to the premises shall be done at the risk of the exhibitor.
9. We will advertise the event on all available social media and local free papers. Please help advertise the event through all measures of social media and in your community. If you need any printed fliers, please contact the church office, an electronic flier for your use, will be sent to you when your registration/payment is received.
10. Special hole-punchers will be on-loan to each exhibitor to punch each Shoppers Card that stops by your table. This is an incentive for everyone to visit every vendor. Extra punches are given when a sale is made. Use this opportunity to connect and make a sale.
11. Payment is due with registration and contract. No refunds will be made, even in the event of cancellation of unforeseen circumstances beyond the control of the host.

Channahon UMC reserves the right to enforce the above rules and guidelines.

No refunds will be given for participant no-show.

Sign this section below and return with REGISTRATIN FORM (keep above section for your reference!)

I, the undersigned, have read and agree to abide by all the above rules and guidelines set in place by
Channahon United Methodist Church - for November 16, 2024 Event

NAME: (Please Print) _____

Signature _____ Date _____

I will not hold Channahon United Methodist Church or any of its staff/members/committee boards, or the event organizers responsible for any loss, damage, theft, sales-or lack thereof. I understand no refund will be given.

Signature _____ Date _____

Any questions, please contact Channahon UMC Office/Kris Hayden @ 815-467-5275 (ext 10) / office@channahonumc.org