

# Craft Fair

## Vendor Rules and Information

*Saturday, September 25, 2021* *10:00 a.m. – 3:00 p.m.*  
*Buechel Park Baptist Church Gym, 2403 Hikes Lane, Louisville, KY 40218*  
<https://buechelparkbaptistartscraftfair.wordpress.com>

**BOOTH RENTAL INFORMATION:** Two booth sizes are available: 10'x10' (\$30) and approximately 5'x8' (\$20). Each booth will contain one chair. Tables are available for \$10 each. Additional chairs are \$5 each. **You must provide your own table coverings.** All vendor spaces are on a first come-first served basis when application and fees are received and approved. The exhibitor must be present the entire time of the show and agree to be open during all hours. All displays must remain entirely within the space reserved. Aisle space must not be infringed upon.

**HOURS:** Advertised show hours are from 10:00 a.m. to 3:00 p.m. on Sept. 25.

### SET-UP/TEAR-DOWN:

- **Set-up**                      Friday, Sept. 24                      5:00 p.m. – 7:00 p.m.  
   Saturday, Sept. 25                      8:30 a.m. – 9:30 a.m.

Booth inspections will begin at 9:30 a.m. on the day of the show.

Vendors must check-in BEFORE unload and set-up may begin. Vendors are responsible for load-in and load-out. Vendors will need to transport their own merchandise.

- **Tear-down**                      Saturday, Sept. 25                      3:00 p.m. – 4:00 p.m. Booth should be left clean and trash free.

**SECURITY:** The facility will be secured from 7:00 p.m. Friday, Sept. 24, until 8:30 a.m. Saturday, Sept. 25. Vendors are responsible for protecting their property from damage or loss. Someone must be present at your display during published hours. Our volunteers will be happy to "sit" in your booth if you need a quick break.

**CRAFT/MERCHANDISE: Only handmade products are allowed.** No dealers, sales/marketing representatives, or food sales will be allowed. Buechel Park Baptist Church reserves the right to reject any craft application, items for sale, or displays that do not meet the expectations and standards of Buechel Park Baptist Church and the Craft Fair Committee. There may be limits on duplication of similar items in order to provide greater variety for customers.

**KENTUCKY TAX:** Vendors are responsible for all sales transactions. Collection, reporting, and payment of Kentucky State Sales Tax is solely the responsibility of the vendor. Vendors will be provided with a vendor form from the Kentucky Department of Revenue.

**FOOD:** Snacks and lunch will be sold in the fellowship hall. No vendor may sell any food or drink. You may bring your own personal snacks to keep at your booth.

**VENDOR PARKING:** Vendor unloading will be at the doors to the gym. After unloading, please park in spaces farthest away from the entrances to allow more spaces on Friday for other vendors to unload and on Saturday for your patrons.

**DISCLAIMER:** Vendor agrees to hold Buechel Park Baptist Church and church volunteers harmless from any liability, loss, or damage that may occur during set-up, take down, and the event.

**ELECTRICITY:** Electricity is available on a limited basis for an additional \$10 fee. Vendors must provide heavy duty extension cords with 3-way plugs and must secure cords to the floor with **painters' tape only**.

**PROHIBITIONS:** Open flames, smoking, alcohol, weapons or toy weapons of any kind, loud sound systems, noisy generators, firearms, and other offensive, illegal, or controversial items.

**COVID:** On the date of the event, the most current CDC and state guidelines/requirements/recommendations will be enforced.

(Rev. 07-07-21)