

ELIZABETHTOWN JUNIOR WOMAN'S CLUB
HOLIDAY MARKETPLACE 2011

RULES AND REGULATIONS

1. We are offering vendors a booth size of 10 X 10. The booth rental fee covers both days of the show and all vendors are required to attend both days.
2. Due to a large demand of rental spaces over the number of spaces available, all applicants (new and returning) are being submitted to the jury process. This jury process will allow us to maintain a high quality show. A description of merchandise/name of company must be submitted in your application.
3. Those vendors not accepted for the show will be notified. Those vendors accepted will receive vendor information packets during set-up.
4. Committee members will be present at set-up time to ensure the quality of the merchandise. The committee retains the right to prohibit vendors from displaying merchandise that is not representative of the juried work. **NO REFUNDS TO VENDORS WHO VIOLATE THESE RULES.**
5. Vendors are prohibited to sell drinks at the show. Any vendor that is selling food items must have them packaged so that they may not be consumed on the premises. The EJWC will operate a concession stand during show times for your convenience.
6. No items will be permitted outside of your booth area or in the aisles in order to comply with fire safety regulations and will be strictly enforced. The EJWC reserves the right to control the traffic flow for the benefit of vendors and customers.
7. The EJWC does not charge a commission on your sales.
8. No raffles by vendors or any other organization will be permitted.
9. Set-up times for your booth are Friday, November 11, 2011 from 7:00 p.m.- 9:00 p.m. (if you have requested and paid for early Friday night set-up) or Saturday, November 12, 2011 from 8:00 a.m. – 10:00 a.m. before the beginning of the show. The community center will be open an hour before the show on Sunday for vendors to replenish their booths or straighten things from Saturday. **NO BREAKDOWN OF BOOTHS PRIOR TO 3:00 P.M. ON SUNDAY!**
10. The EJWC reserves the right to sell your booth if you have not arrived at the show by 9:30 a.m. on Saturday, November 12, 2011. If, due to uncontrollable circumstances, you will be arriving late, you must call Shelley Brackett 270-272-7826 or (if it is the day of the show) the Pritchard Community Center 270-765-5551.
11. The application deadline is September 2, 2011.
12. Booth rental fee must be post-marked no later than October 14, 2011. If not your application will no longer be considered.
13. Notification of cancellation must be received by October 14, 2011. Anyone canceling after this date will not be considered for a refund.
14. All vendors must park in the rear or to the side of the Community Center. After you have unloaded, *please* move your vehicle(s) to one of these areas. This allows other vendors to unload their items and provide for customer convenience.
15. Nametags will be provided and must be worn by all vendors during set-up, show hours, and breakdown.
16. Any questions regarding rules and regulations must be addressed prior to submitting an application.
17. Signing of an application constitutes acceptance of rules and regulations.

ADVERTISING

To ensure successful sales, the EJWC will do extensive newspaper and radio campaigns in Hardin and surrounding counties.

DATE/TIME/LOCATION

Saturday, November 12, 2011	10:00 a.m. – 6:00 p.m.
Sunday, November 13, 2011	11:00 p.m. – 3:00 p.m.

The Pritchard Community Center is located on Highway 62 in Elizabethtown. This community center provides a setting for an indoor arts and crafts show which will not be hindered by inclement weather.