

OUR SAVIOR LUTHERAN CHURCH 2024 CRAFT & VENDOR SHOW

TERMS AND CONDITIONS

Our Craft & Vendor Show is the second year of hosting such a show, and this is a fundraiser for Our Savior's Social Ministry Board to purchase new chairs and tables for our Fellowship Hall. Your participation allows us to do more for our community. We want to ensure that you have the best experience possible. The terms and conditions outlined below are intended to ensure that everyone has a pleasant and successful show. If you have any questions or concerns regarding any of the terms and conditions, please let us know.

Please help us to maintain a successful craft and vendor show by reviewing and abiding by the following terms and conditions. Our Savior Lutheran Church reserves the right to amend these terms and conditions at any time without prior notice. In the event that any changes are made, the revised terms and conditions will be provided to each participant. Your application and fee payment constitutes acceptance of these terms and conditions:

1. **Disclaimer.** Our Savior Lutheran Church does not accept any responsibility regarding damage to the facility that could affect the Craft and Vendor show.
2. **Craft Show Staff.** Our entire staff is a group of volunteers who are donating their time to benefit the church. We would kindly like to request that you treat them kindly and please address any concerns or issues directly to the Craft and Vendor Show Chairwoman. We will do our very best to offer volunteers to help you. However, all crafters and vendors should plan accordingly since volunteers are limited.
3. **Craft Show Identification.** To help identify show participants and our volunteers from the general public, each show participant will be provided with an identification badge for each booth rental, which **must be worn openly during the entire show**. Our volunteers will also be wearing identification badges, so they can be easily identified by show participants needing assistance.
4. **Craft Show Times.** The craft and vendor show will be open to the public on Saturday from 9:30 AM to 2:30 PM. Show participants are expected to be open to the public during these hours.
5. **Setup.** Show participants will be allowed to set up on Friday night from 5:30 PM to 7:30 PM and Saturday morning from 7:00 AM to 9:30 AM. On Saturday morning, all doors will be locked at 9:00 AM and will NOT be unlocked until 9:30 AM. Please allow enough time to park your vehicle in the designated parking areas and be back in the building BEFORE the doors are locked at 9:00 AM. If you need additional time outside of these hours, please contact the show chairwoman at least one week in advance to make arrangements.
6. **Teardown.** Do not begin tearing down your booth until 2:31 PM. This is out of respect to the other show participants. If you need to leave early, please plan to have someone cover the remaining time at your booth. Teardown should be completed at the latest by 5:00 PM.

7. **Booth Size.** There are 2 booth sizes, 50 square feet or 100 square feet. Booth spaces are either 10' deep by 10' wide or 10' deep by 5' wide. However, there are exceptions to the booth dimensions based on the location. All show participants are required to operate within their designated area – **No exceptions.**
8. **Security.** Certain rooms will be closed and always locked. Show participants are responsible for protecting their property from damage or loss. Someone must be present at your display during the published craft show hours. However, volunteers are available to sit at your booth while taking a restroom break, but they will not conduct transactions for any sales. The church building will be locked and secured to the public on Friday night. However, Our Savior staff do have access to the building, so all valuables should be removed or secured. **If at any time during either Friday's or Saturday's show set up times you see someone walking around without proper identification, you may politely ask to see their show identification. If they cannot produce the proper show identification, please report them to any of our show volunteers. This is for everyone's safety and security.**
9. **Parking.** Vehicle parking is limited, and we must reserve certain spots for your customers. **During setup and teardown only,** you may park in any of the lots. **During the craft show hours,** participants **must** park in the Central Grade School parking lot by the bus barns located off Newcastle Rd. A shuttle will run Saturday morning before the show and again after the show. If you need assistance, please let us know.
10. **Food Vendors.** All permits and licensing requirements are the sole responsibility of the vendor. State and local health department laws require that you obtain licenses or permits from the department of public health to sell food and/or distribute samples to the public.
11. **Sales Tax.** Collection, reporting, and payment of state and local sales tax are solely the responsibility of the show participant. Our Savior Lutheran will not accept any responsibility for sales tax collection.
12. **Refunds.** No refunds will be made once payment has been received – **No Exceptions.** All fees are classified as a donation towards Our Savior Lutheran Church.

Controlled Substance Policy

- Tobacco products, (including electronic smoking devices), are prohibited on church property and during church sponsored events.
- Possession and/or use of tobacco products, (including electronic smoking devices), are prohibited on church property and during church sponsored events.
- Possession and/or use of drugs or look-alike drugs, alcohol, and other intoxicants are also prohibited on church property and during church sponsored events.
- Possession, transfer, sale, or use (including being in an impaired state from use prior to coming onto church property or attending a church sponsored event) of an alcoholic beverage, narcotic drug, marijuana, hallucinogenic drug, amphetamine, barbiturate, or other intoxicant will NOT be tolerated.

Church property is defined as building, grounds, and parking lots.

If necessary, you may smoke and/or vape in your personal vehicle. Please remember, you **MUST** arrange for someone to operate your business space during your absence. Anyone caught violating the Controlled Substance Policy will be asked to leave church property immediately. Thank you for your cooperation.

Additional Information

We do our very best to ensure that volunteers will be available during setup and teardown to assist you in unloading/loading your vehicle, however, due to the great demand for volunteers, we cannot guarantee that there will be enough for every show participant.

We also do our very best to honor booth space requests, and we will try to separate similar businesses. However, these requests and placements cannot be guaranteed.