

Rules of the Expo

Applications must be received by November 23, 2012. All booth assignments will be made as soon as payment and application has been received.

Exhibitors must remain within the boundaries of their booth.

Exhibitors should supply their own tables and chairs with a nice tablecloth. Tables should have a Christmas theme. A limited supply of tables is available for \$5.00, on a first-come, first-serve basis.

Set-up: The exhibit hall will be open for set-up on Friday, November 30, 2012 from 6 pm - 8-pm and again at 8 am on Saturday morning. All exhibits must be ready to open by 10:30 am.

Exhibit hours: Saturday 11:00 am - 4:00 pm.

If electricity is needed, please state that on application as supply is limited. Please bring your own extension cord which meets safety guidelines.

We are asking all vendors to consider donating one item for use in the silent auction. Money raised will be used for repair of our worship team microphones.

Exhibitors may not leave early. All booths must remain open during the expo hours. Booths must be staffed at all times. Tear-down may begin after 4 pm and must be finished by 6 pm. All booth spaces must be left in a clean condition. Please dispose of all trash in the trash cans. There can be no exceptions to these rules.

Security: The building will be locked on Friday night and reopened at 8:00 am on Saturday morning. Exhibitors, however, are not guaranteed against loss or damage

Smoking: No smoking will be allowed in the building

Refunds: Absolutely no refunds will be considered after November 23, 2012, as other crafters or businesses may have been turned away to accommodate those who have prepaid.

I have received a copy of the Rules and agree to them as stated above:

Vendor or Business Signature

Date