

ELIZABETHTOWN JUNIOR WOMAN'S CLUB HOLIDAY MARKETPLACE 2017

RULES AND REGULATIONS

1. We are offering vendors a booth size of 10 X 10. The booth rental fee covers the date(s) of the show. Please make clear on the application whether you are choosing vendor space for both days or one day of the show. Please note: If you choose 1 day only, then your booth WILL be placed in the small room.
2. Booth options are as follows: lobby booth, corner booth (large room), non-corner booth (large room) and small room booths. A corner booth could be a walled corner (with two walls) or an end of an interior aisle.
3. 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. ALL applicants are first come first serve in the order in which they were received with payment.
4. Vendors will be notified of acceptance as well as non-acceptance via email. Those vendors accepted will receive vendor information packets during set-up.
5. The EJWC 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.
6. The EJWC will NOT operate a concession stand during the show but we will provide a dining area.
7. 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.
8. The EJWC does not charge a commission on your sales.
9. All Department of Revenue questions shall be directed to Martha Ballew at 502-595-4512 ext 2630100 or Martha.Ballew@ky.gov. A letter/information sheet will be included in your packet.
10. No raffles by vendors or any other organization will be permitted.
11. Set-up times for your booth are Friday, November 10, 2017 are promptly at 6:00 p.m. (if you have paid for early Friday night set-up) along with Saturday morning from 8 a.m. to 10 a.m. Absolutely no vendors will be permitted to enter Pritchard Community Center before 6:00 p.m. on Friday. We want to ensure quality set-up for all vendors. The community center will be open an hour before the show on Sunday (10:00 a.m.) for new vendors to have time to set up or returning vendors to replenish booths from Saturday. **THERE WILL BE NO BREAKDOWN OF BOOTHS PRIOR TO 3:00 P.M. ON SUNDAY!**
12. 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 11, 2017. If, due to uncontrollable circumstances, or you will be arriving late, you must call our vendor relations chair, Kellie Tefft at 270-723-5355.
13. The application deadline for on-time registration is Thursday, August 31, 2017. Applications must be post-marked by this date. Please submit payment with your application. Late Registration may be accepted (so long as there is availability) with a \$25 late fee included. Late Registration deadline is a postmark date of October 16, 2017.
14. Notification of cancellation must have a postmark date of August 31, 2017. Anyone canceling after this date will NOT be considered for a refund.
15. 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 parking for customer convenience.
16. Nametags will be provided and must be worn by all vendors during set-up, show hours, and breakdown.
17. Any questions regarding rules and regulations must be addressed prior to submitting an application. Please contact, Kellie Tefft 270-723-5355 for any questions or concerns.
18. Signing of an application constitutes acceptance of rules and regulations, deadlines as well as additional information included in information packet.

ADVERTISING

To ensure successful sales, the EJWC will do extensive newspaper and radio campaigns in Hardin and surrounding counties. In addition, members will also advertise on social media.

DATE/TIME FOR SHOPPING HOURS

Saturday, November 11, 2017	10:00 a.m. – 5:00 p.m.
Sunday, November 12, 2017	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.