

### **Oakland Presbyterian Church Bazaar Craft Vendor Guidelines**

- ❖ Spaces can be reserved only by mail, not over the phone
- ❖ Paid entry fee is required to hold spaces
- ❖ Double Spaces are available
- ❖ Only hand-crafted or hand-decorated items may be sold
- ❖ Written confirmation will be mailed by September 15, 2010 with tentative floor plan
- ❖ Confirmed booth spaces are non-transferable by crafters
- ❖ Booth fees are non-refundable
- ❖ Set-up will be Friday night from 5:00pm until 8:00pm and Saturday from 6:00 am until 7:30 am. Spaces not occupied by 7:30 am will be released to crafters on call.
- ❖ Crafters must cover tables with covering continuing to floor level in the front
- ❖ No merchandise can be attached to the walls or leaned against the walls
- ❖ Crafters may not sell or solicit raffle items
- ❖ Spaces cannot be shared
- ❖ Oakland Presbyterian Church reserves the right to exclude the sale of inappropriate merchandise and reserves the right to determine what is considered inappropriate.
- ❖ Crafters may only sell items listed on application and made by them, unless approved prior to event date
- ❖ Break-down may not start before 2:00 pm on Saturday. If this occurs, crafters will not be invited back.
- ❖ Smoking is prohibited in all buildings
- ❖ Alcoholic beverages are prohibited on the church grounds and buildings
- ❖ Oakland Presbyterian Church reserves the right to limit the number of crafters selling similar merchandise.
- ❖ To protect our crafters, personal cameras are prohibited; however, an approved Oakland Presbyterian Church representative(s) may take pictures for church related publications.
- ❖ Oakland Presbyterian Church reserves the right to add, edit and review these guidelines at anytime
- ❖ Craft Vendors shall make no written or oral representation that they are a representative, agent, employee, or independent contractor of Oakland Presbyterian Church, nor falsely represent that all or part of the proceeds from the sale of their goods will be donated to said church.
- ❖ Minor children accompanying vendors should be supervised at all times. At this time, OPC does not have sufficient staff to offer sitting services during the bazaar. Disruptive children will hinder everyone's success, please plan accordingly.