



## CRAFT SHOW GUIDELINES

<b>Event Details:</b>	<ul style="list-style-type: none"> <li>• Location: Chapel Church – 3050 Cape Horn Road, Red Lion PA 17356</li> <li>• Event Date: <b>Spring – May</b> &amp; <b>Fall – November</b></li> <li>• Event Time: 9:00 AM – 3:00 PM</li> </ul>
<b>Space Details:</b>	<ul style="list-style-type: none"> <li>• <b>Spring – Outdoor only spaces</b> &amp; <b>Fall – Indoor and outdoor spaces available</b></li> <li>• Limited electric access is available for an additional fee listed on the registration form.</li> <li>• Bring your tables, chairs, blankets, etc.</li> <li>• Space(s) will be marked and officially assigned by the committee</li> <li>• Your space is reserved/held by payment only</li> <li>• NO FOOD can be sold in your area...see FAQ?</li> <li>• NO alcohol/smoking/vaping/e-cigarettes/drugs permitted.</li> <li>• NO items for sale containing alcohol, drugs, inappropriate language, sexually explicit content, divisive or racist rhetoric, etc., will be allowed.             <ul style="list-style-type: none"> <li>• If you question it, email us at <a href="mailto:chapelfundraising@gmail.com">chapelfundraising@gmail.com</a>.</li> </ul> </li> </ul>
<b>Payment:</b>	<ul style="list-style-type: none"> <li>• Rate:             <ul style="list-style-type: none"> <li>• Rates are listed on the registration form.</li> <li>• Your space is reserved/held by payment only.</li> </ul> </li> <li>• Mail or drop off cash or checks payable to Chapel Church within <b>two weeks</b> of signing up for the event, or your registration will be considered forfeited:             <ul style="list-style-type: none"> <li>• SBS: Mary Ann c/o Chapel Church 3050 Cape Horn Road</li> <li>• Venmo payments are accepted: @Heather-Rae-251</li> <li>• PayPal payments are accepted: @hraedunn</li> </ul> </li> </ul>
<b>What to Bring:</b>	<ul style="list-style-type: none"> <li>• Tables, Chairs, Blankets\Tarps, etc.</li> <li>• Cash/coins to make change</li> <li>• Bags or boxes for shoppers who purchased items from you.</li> </ul>
<b>Set-Up:</b>	<ul style="list-style-type: none"> <li>• 7:00 AM – 8:30 AM             <ul style="list-style-type: none"> <li>• <b>Check-in: 7:00 AM – 7:30 AM</b> <ul style="list-style-type: none"> <li>• Here you will receive information regarding your space(s).</li> <li>• Please <b>DO NOT</b> bring your product items with you to check-in.</li> </ul> </li> <li>• Unload <b>ALL</b> of your items quickly from your vehicle(s)</li> <li>• You are <b>REQUIRED</b> to move your vehicle(s) to the field adjacent to the Parish Hall before setting up your space – no exceptions.</li> <li>• <b>NO</b> unloading after 8:30 AM</li> <li>• Do not leave your items unsupervised, we will not be responsible for lost or stolen items at anytime during the event.</li> <li>• Be courteous and patient with other vendors!</li> </ul> </li> </ul>

<p><b>Tear-Down:</b></p>	<ul style="list-style-type: none"> <li>• 3:00 PM – 4:00 PM <ul style="list-style-type: none"> <li>• <b>NO packing of items until 3:00 PM</b></li> <li>• Please box up or pack all your items quickly</li> <li>• DO NOT move your vehicle(s) until you are ready to load all your items into your vehicle(s)</li> <li>• Please take all large trash items home with you and do not place them in our dumpster.</li> <li>• Be courteous and patient with other vendors!</li> </ul> </li> </ul>
<p><b>FAQs:</b></p>	<ul style="list-style-type: none"> <li>• Can I reserve a specific spot? <ul style="list-style-type: none"> <li>• Registering for the show will NOT reserve a specific spot, and all space availability is first-come, first-serve.</li> </ul> </li> <li>• How will I know if a show has been canceled? <ul style="list-style-type: none"> <li>• Our craft shows are rain, snow, or shine event; however, if we feel unsafe to continue the event, you will be contacted by email by 6:30 the day of the show or via the church's Facebook page.</li> </ul> </li> <li>• Do you give refunds for space rentals? <ul style="list-style-type: none"> <li>• There are NO refunds for space(s) if you cannot make the event or need to leave early. If we cancel the event, credit for a future sale will be issued, or you can choose to donate your payment to the church to support its missions.</li> </ul> </li> <li>• Can I sell food items and beverages at my space(s)? <ul style="list-style-type: none"> <li>• Vendors may NOT sell food or beverage items due to Health Department regulations. Vendors who request to sell items and are approved by the committee will be required to submit a copy (via email to <a href="mailto:chapelfundraising@gmail.com">chapelfundraising@gmail.com</a> during registration) and visibly display their license and certification during the event. Chapel Kitchen is subjected to Health Inspections at anytime. Should an inspection visit occur on our campus during the event, we must have the appropriate paperwork on file for all Vendors.</li> <li>• Our kitchen or concession stand will sell food, drinks, various snacks during an event unless otherwise noted.</li> <li>• We will <b>NOT</b> be liable for any food related concerns or sicknesses due to items sold by vendors at our shows.</li> </ul> </li> <li>• What is the <b>WIFI</b> password? <ul style="list-style-type: none"> <li>• Chapel does <b>NOT</b> have public WIFI and our members do not have access to Chapel's WIFI service. Please be sure to have your own cellular or WIFI service capabilities otherwise you will not be able to process credit cards during the event.</li> </ul> </li> <li>• How does the sale process work? <ul style="list-style-type: none"> <li>• Chapel Church is not responsible for products sold. All sales are between the merchants and consumers.</li> </ul> </li> <li>• I'm an Outdoor vendor during the Fall Show, can I bring a heater to use in my space? <ul style="list-style-type: none"> <li>• The use of propane, kerosene, electric, or gas heaters is prohibited due to fire safety standards.</li> </ul> </li> </ul>
<p><b>NOTICE:</b></p>	<ul style="list-style-type: none"> <li>• As of June 2023, the possession or use of alcohol and/or smoking (cigarettes, vaping, e-cigarettes, etc.) is strictly forbidden on the campus at anytime.</li> </ul>

**Chapel Church reserves the right, in their sole discretion, to deny participation, and access to, the Craft Show to any individual with or without reason.**