

**C.H."Bull" Rigdon Fairgrounds**  
**"Home of the Northwest Florida Fair"**  
1958 Lewis Turner Blvd., Ft Walton Beach FL 32547

**VENDOR**  
**POLICIES AND PROCEDURES**

1. The date and hours of operation for the 2<sup>nd</sup> Annual **Arts & Craft Show** is April 17 from 8:00am until 5:00pm. Vendors are required to remain open during these hours, manning their booth for the entire time. Packing up early before the sale ends, does not promote a buyer friendly atmosphere.  
Set-up will be allowed on Friday April 16 from 8am to 4pm. Staff will be onsite at 6:30 am Saturday morning, April 17 to allow for early set-up. We ask that all booths be ready to go **no later** than 7:30am with all vehicles and trailers parked in the back. Each booth is 10x10 with an 8ft table and 2 chair for \$50.00 each. Additional tables are \$15.00 each.
2. Booth assignment are on a first come, first serve basis. A completed vendor application and payment is required to participate. If your request cannot be accommodated your fee will be returned. Cancellations made within 2 weeks of event will result in a \$25.00 cancellation fee.
3. You will **NOT** be allowed to sell opened container or concession items (i.e., drinks, consumable items) without prior authorization.
4. Booths must be kept neat and clean, and shall not obstruct aisles, doors or walkways. All trash must be collected and deposited into containers provided. Any property left after the sale must be picked up no later than Monday April19. Any items after this date become property of the Fairgrounds.
5. Prohibited items are: used clothing, junk, hazardous materials or fluids, and offensive items. These include but are not limited to: alcohol, drugs, pornography, guns and cell phones. The Fairgrounds reserves the right to prohibit any merchandise which in their opinion is not suitable. Any prohibited items brought into the Fairgrounds will be removed along with the vendor if deemed necessary.
6. Sales tax due to the city, county or state is the sole responsibility of the vendor.
7. **NO SMOKING, PETS OR VEHICLES IN THE BUILDING AT ANY TIME.**
8. No firearms, alcoholic beverages, hawking of wares or sound amplification devices.