

C.H."BULL" RIGDON FAIRGROUNDS  
"Home of the Northwest Florida Fair"  
1958 Lewis Turner Blvd, Ft Walton Beach Fl 32547

## **VENDOR POLICIES AND PROCESURES FOR ARTS/CRAFT SHOW**

- 1. The date and hours of operation for the 4th<sup>d</sup> Annual Arts & Craft Show is April 21,2012 from 9:30am-4pm. Vendors are required to remain open for the duration of the show as packing up early does not promote a buyer friendly atmosphere.  
Set up will be allowed on Friday April 20 from 8am-4pm. Staff will be on site at 7:30am Saturday morning, April 21 for early set-up. All booths should be ready to go no later than 9am with all vehicles & trailers parked in the back. Each 10x10 comes with 2 chairs, 8 ft table & power. Additional tables are \$10.00 each.**
- 2. Booth assignment is first come ,first serve basis. A completed vendor application and payment is required to participate. If your request can not be accommodated your fee will be returned. Cancellations made within 2 weeks of show will result in a \$25.00 cancellation fee.**
- 3. Booths must be kept clean and shall not obstruct aisles, doors or walkways. All trash must be placed in containers provided. You will NOT be allowed to sell opened container or concession items ( drinks, consumable items) without prior authorization. Property must be picked up no later than Monday April 23 by 4pm or any remaining becomes property of the Fairgrounds.**
- 4. Prohibited items include: used clothing, junk, hazardous material, alcohol, drugs, guns. The Fairground reserves the right to prohibit any merchandise which in their opinion is not suitable and will be removed along with vendor is deemed necessary. No hawking of wares or sound amplification.**
- 5. Sales tax due to the city, county or state is the sole responsibility of the vendor.**
- 6. NO SMOKING, PETS OR VEHICLES IN THE BUILDING AT ANY TIME.**