

Channahon United Methodist Church

Craft/Vendor Fair **OCTOBER 17th, 2020**

Rules and Guidelines **CONTRACT**

1. The exhibitor accepts ALL liability for federal, state and local taxes related of the operation of the said event.
2. Set up will be available Friday, October 16th - 6p-8p and Saturday morning, October 17th ~ 7am –9am. Doors to the public will open at 9am the day of the event. Payment will be due at this time.
3. All exhibitors are required to be at their tables/display during the show hours 9a – 2pm on October 17th. Please do not pack up early. Like any other business, posted hours of operation are vital. Thank you for your cooperation in this request. Pack up may start at 2pm and we ask that all exhibitors be packed up and out by 3pm for clean up.
4. Altering of any part of the facility is prohibited – (including any posting or hanging of anything on the walls/windows/doors) Any damage caused to CUMC building, property, or equipment due to this negligence will be the financial responsibility of the exhibitor.
5. Table coverings will not be provided by CUMC and exhibitors are asked to cover their tables.
6. Raffle ticket SALES are not permitted by any exhibitor and are restricted at this time to avoid contact.
7. Handmade and Commercial items will be permitted. Any 2nd hand or antique exhibitors must be pre-approved by the Church admin. staff. CUMC reserves the right to limit the number of craft/vendor exhibitors that will be allowed to sell similar items, i.e. jewelry, quilts, soaps, etc. We will be limiting the number of vendors to adhere to social distancing.
8. Channahon UMC does not assume responsibility of any exhibitors items at any time. All items and equipment brought on to the premises shall be done at the risk of the exhibitor.
9. Please help advertise the event through all measures of social media and in your community. If you need any fliers, please contact the church office and we can email you some to print out.
10. We will do everything possible to ensure the health and safety of our vendors and shoppers. An updated rules & guidelines will be sent out the week prior. Please refrain from contact with shoppers as much as possible with handouts, samples, etc. We will not be doing the SHOPPERS PUNCH CARD – (we will try to think of a contactless way to get shoppers to circulate)

**Channahon United Methodist church reserves the right to enforce the above rules and guidelines.
No refunds will be given for cancellations.**

I, the undersigned, agree to abide by all the above rules and guidelines set by in place by Channahon UMC.

Signature _____ Date _____

I will not hold Channahon United Methodist Church or any of it's staff/members/committee boards, or the event organizers responsible for any loss, damage, theft, sales-or lack thereof. I understand no refund will be given.

Signature _____ Date _____

Any questions, please contact the church office at 815-467-5275 or email office@channahnumc.org