**NEW FOUND CHURCH OF CHRIST FALL CRAFT SHOW**

**Vendor Rules and Regulations**

1. Vendor check-in will be located at the fellowship hall entrance to the church. You will be given your booth assignment at check-in. There will be two opportunities to Check-in. Check-in begins Friday evening at 5:00pm to 8:00pm. Check-in on the day of the show begins at 7:00am. For a better shopping experience for both shoppers and vendors, booths are to remain setup throughout the show, booth break down may begin at 2:00pm. Early break down of a vendor will result in the vendor not to be asked to return to the show next year.
2. Food vendors are responsible for obtaining a temporary restaurant permit and must have a working fire extinguisher at their booth.
3. Vendors are to supply their own tables and chairs. New Found Fall Craft Show assumes no liability for damage or missing/stolen items. Vendors are asked to keep within their marked spaces.
4. Vendors are to keep their booth and surrounding area clean. There will be trash cans available throughout the parking lot. Vendors are responsible for removing large trash items from their space.
5. New Found Church does not provide insurance for vendors or their products. The vendor agrees to hold harmless, defend and protect New Found Church, the property owner from any claims, demands, suits, damages, losses, costs, or expenses which might arise out of any action or failure to act by the event representative or any of its officers, reps. Etc. and to hold harmless from all liability and responsibility arising from any accident or injury sustained by the vendors participation in or presence at the aforesaid event.
6. Vendors are responsible for collecting and reporting Virginia sales tax. If you need information concerning Virginia sales tax, you can call (804)367-8057 or visit [http://www.tax.virginia.gov/site.cfm?alias=salesusetax](about:blank)
7. No pets are permitted at craft show. Only service dogs are permitted.
8. Communication will be through e-mail, so please provide a current active e-mail address.
9. There will be a $50 insufficient funds charge for every returned check.
10. Children are welcome, but if they are under 10, please don’t leave them unattended at other vendor’s spaces. Stay with them at all times.
11. Since New Found Church Craft Show is a fund-raising event, there will be no refunds issued for vendor cancellation. Only New Found Church has the right to reassign space freed by a cancellation.
12. Please help promote the craft show. This will help your business and support New Found Church.