

**Mid-Missouri Artists – Warrensburg Parks and Recreation
Holiday Arts and Crafts Sale
Rules and Regulations**

Please read carefully – we want vendors to have a successful and enjoyable selling experience in the show.

- *No food or candy to be sold by vendors.
- *Only hand-crafted items created by the vendor are allowed – no resale items or commercially made items. If in doubt, please check with the show chairperson.
- *The committee reserves the right to ask that articles not in keeping with standards be removed.

Setup

- *Vendors will use the entrances at the front of the Community Building and on the left (North) side of the building as shown in the accompanying illustration. If you need assistance with unloading and loading, please contact the show chairperson prior to the show.
- *Please cover tables with tablecloths draped to the floor. Booths must be neat, attractive, and within marked boundary lines. This is an indoor show, and all space is accounted for. You will be assigned a 10 x 10 foot space with some slight variations as needed. One 3 ft. x 8 ft. table and 2 chairs will be furnished for each booth **if requested by the vendor on the application**. A \$5 fee is charged for an additional table if available.
- *Vendors are responsible for their own pops, lights, and extension cords. Extension cords must be taped securely to the floor. You must request electrical availability if needed on your entry form. Booths requiring electricity will be assigned to the wall sides of the room for safety.
- *Each vendor is responsible for his/her own sales and sales taxes*.
- *WIFI is available in the building – the password will be provided at check in and is also posted at the Community Center front desk.

All vendors must relocate their vehicles/trailers from the main parking lot after unloading. The main parking lot needs to be available on Saturday for your shoppers. Parking is available in the church parking lot on the east side of the Community Center and near the swimming pool on the northwest side.

Please do not remove your display before closing at 4 p.m.,

As you pack up and leave, please use the same entrances as you did for setting up. Please try to not block other vendors with your vehicle and do not park on the sidewalks. You should be able to park near the building entrances.

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*Any sales taxes are the responsibility of the vendor. Vendors aged 65 or older are exempt – exemption forms may be placed on the booth. The sales tax for Missouri/Johnson County is 9.475%
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Directions to Warrensburg Community Center 445 E. Gay

Traveling east or west on Hwy 50, turn south on Hwy 13 to East Gay Street to the corner of Gay and Mitchell. Traveling north or south on Hwy 13, turn east on East Gay Street to the corner of Gay and Mitchell.

We ask that vendors at all times treat Community Center staff and MMA members assisting with the show with respect.