

## **VILLAGE CRAFTER GUIDELINES 2024**

Village Crafters thrive to create a fun, family-oriented shopping experience to events in the Mid-Michigan area.

To make that possible, we must have rules and regulations. We must also ask our vendors to always adhere to these. Not abiding by the terms of this agreement, could result in immediate expulsion without reimbursement, and/or removal from future events.

Please remember, you have rented booth space, and not the entire venue. As such, please do not make changes to the common areas without approval. This includes, propping open doors, opening/closing windows, changing thermostats and moving trash cans. Please refrain from playing loud music or streaming loud videos during events.

Unless otherwise indicated, Village Crafters events are strictly craft shows. Absolutely no buy and resell items.

We are a juried show, so your items must be approved prior to the show. If you are an approved Village Crafter, and add a new item(s), you need approval of those new items. Failing to do so could result in you being asked to remove the item(s) from the event. Every attempt will be made to avoid saturating the event with same or similar items. However, there are always items that seem to be trending and you may not be the only one making and selling that item.

You are responsible for your own set up and tear down. You must keep your area clean, neat, and free of clutter at all times during the show. Tablecloths need to completely cover your table space and extend all the way to the floor. You must be set up and be ready to sell 15 minutes prior to start time and must not begin tear down until the end of the show.

You are responsible for collecting payment for your items, and filing taxes as it applies to your situation. You must provide bags/boxes for sold items.

Payment secures your spot and is due when you sign the event agreement.

**CANCELLATIONS OF SHOWS MUST BE 30 DAYS PRIOR TO THE EVENT AND IF WE ARE ABLE TO FILL YOUR SPOT, YOU CAN EXPECT A REFUND MINUS A \$10 ADMINISTRATIVE FEE. NO REFUND WILL BE GIVEN FOR CANCELLATIONS LESS THAN 30 DAYS WITHIN THE EVENT.**

If at any time you are unhappy with any part of the event, please discreetly bring your concerns to the event coordinators. Talking with or to others in common areas where you are easily overheard, in a negative manner about the event, may result in expulsion without reimbursement. Talking negatively about coordinators or other crafters, may

also result in expulsion without reimbursement. A positive attitude is expected and required. Negativity breeds negativity and will not be tolerated or allowed at Village Crafter events.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_