



## 2018 – 10<sup>TH</sup> ANNUAL ART & CRAFT SHOW

Saturday, January 27 – 10 a.m. to 5 p.m.

Sunday, January 28 – 10 a.m. to 4 p.m.

### **RULES AND REGULATIONS FOR SHOW VENDORS**

#### **2018 Show**

**Dates/Times:** Saturday, January 27<sup>th</sup> 10 a.m. to 5 p.m.  
Sunday, January 28<sup>h</sup> 10 a.m. to 4 p.m.

*This is a two-day show. Exhibitors are expected to operate for the entire two days, except in the event of an emergency.*

**Set-Up Time:** Saturday, Jan. 28<sup>th</sup> 6 a.m. to 9 a.m. (All vehicles must be off the street by 9 a.m.)

**Registration:** Saturday, Jan. 28<sup>th</sup> 7 a.m. to 9 a.m.

#### **Entry Forms/**

**Payment:** Entry forms must be completed and signed. *Payment must be received in full by January 5, 2018.* Refunds, except for a \$25 non-refundable processing fee, will be given for cancellations up until January 1, 2018. There will be a service charge for all returned checks.

**Traffic Flow:** Correspondence regarding traffic flow and logistics of loading and unloading will be distributed to each vendor prior to the event.

**Space:** Space assignments will be given prior to the day of show. No changes will be made unless expressly authorized. *Vendors must supply their own tent (10 X 10 maximum).*

**Power:** Electrical power will not be available for art vendors.

**Weather:** Be prepared for sun, rain or wind. *No refunds are provided for inclement weather.*

**Security:** There will be police presence at the show on both days and overnight on Saturday. However, the choice to leave tents, personal belongings and merchandise unattended is at the sole discretion of each vendor. The City of Rockledge is not responsible for any damage or loss.

**Florida Sales Tax:** Each exhibitor is responsible for collecting Florida Sales Tax on all sales made at the show and mailing it to The Florida Department of Revenue.

**RVs/Campers:** Parking for RVs/Campers will be available behind City Hall, 1600 Huntington Lane, Rockledge, Florida, for the weekend for vendors/exhibitors only. You must indicate on your entry form if you will need a parking space for your RV/camper.

**Awards:** “Chairman’s Choice”