

Christmas Arts and Crafts Festival

Saturday, November 11, 2017

9:00 AM to 3:00 PM

Exhibitor Registration Form

Please read the following form carefully and provide us with the information requested:

1. Contact Person: _____
2. Company Name: _____
3. Email Address: _____
4. Mailing Address: _____

5. Telephone: _____
6. Brief description of *handmade* items to be sold: _____

7. Please reserve an 8' x 12' space as follows: (Include all that apply)

Chamber Members	\$25.00 per space	\$ _____
Non-Members	\$50.00 per space	\$ _____
Electricity	\$10 per space	\$ _____

(must bring own extension cords)

Total Amount Due \$ _____

Please make checks payable to:

**Pocomoke Area Chamber of Commerce
P.O. Box 356
Pocomoke City, MD 21851**

***All applications to be reviewed and approved/denied by the Pocomoke Area Chamber of Commerce.
Payment in full due by November 3, 2017. Spaces are assigned on a prepaid basis, if payment is not received, space will be forfeited.**

Refund policy: Written notice of cancellation is required. Full refunds will be given for notice more than 60 days before the event, 50% refund given for notice given more than 30 days before event. If notice is given 30 days or less from event date, no refund will be given.

I have read and accept the terms of the Rules and Regulations.

Signature of Authorized Representative: _____

Christmas Arts and Crafts Festival Rules

Saturday, November 11, 2017

9:00 AM to 3:00 PM

All items must be unloaded into the Community Center between 6:30 am and 8:15 am. There will be at least 40 people unloading cars so please unload your supplies and move your car before setting up. If you arrive after 8:15 you will not be permitted to set up.

All items must be handmade.

The first 30 vendors who register will be provided with one table, 6 feet in length, and two chairs. Vendors who sign up after all available tables are assigned, must bring their own table. All vendors must bring any additional supplies needed.

Vendors are solely responsible for unloading and loading cars. Cars may unload curbside but there is still quite a distance to carry supplies. If you need to bring a cart or someone to assist you, please plan accordingly.

Spaces are assigned when payment is received, according to availability and vendor preference. Spaces will not be changed the day of the event.

Vendors may not break down or pull into the loading zone before 3:15 pm.

Please sign and date to indicate that you have read and agree to these rules. Please make a copy to keep for yourself.

Spaces will not be assigned unless the Chamber has received this form.

Signature: _____

Date: _____