

GUIDELINES

SET UP

- The Craft Show will take place in the Spring
- The Craft Show will open to the public at 9 AM and ends 1 PM located at the Flo Fabrizio Ice Center.
- On event day, set up time starts at 6:30 AM and will conclude at 8:59 AM. All vendors must be ready to sell by 9 AM.
- Vendors are expected to provide their own tables and chairs.
- There is a large load in area that will ease the load in process, located on the west side of the Ice Center Building.

GROUND RULES

- Each vending space is 15' x 15', at \$20 a space.
- All vendors must stay for the entirety of the Craft Show (9AM-1PM) unless there is an emergency. Anyone who needs to break down early must alert a Glenwood Craft Show representative.
- All goods must be kept within your own 15' x 15' space.
- You are responsible to collect all sales tax and handle your own transactions.
- Please provide contact information at your table, and label your products when necessary. It is your responsibility to connect with the patrons and give them a contact connected to your product.
- Leave no traces when you conclude for the day; everything you bring with you must leave with you. Please act courteous and keep your area clean.
- No animals, tobacco, firearms or illegal products can be sold.
- Animals, unless a licensed service animal, are not allowed.
- Sites are decided by the Glenwood Craft Show manager and will not be preassigned.
- All vendors are asked to abide by the CDC's COVID 19 recommendations.
- All food vendors are required to have the proper licensing prior to participating in the Glenwood Craft Show. Staffing must be provided one week prior to the event.
- All who fail to make their payment by May 2, 2024 will not be assigned a space.