

# First Presbyterian Church

## Craft/Vendor Fair March 29, 2025

### Rules and Guidelines Contract

1. The exhibitor accepts ALL liability for federal, state and local taxes related of the operation of the said event.
2. Set up will be available Friday, March 28<sup>th</sup>, 2025 - 6p-8p and Saturday, day of event - 7:30am-9a. Doors to the public will open at 9am the day of the event.
3. All exhibitors are required to be at their tables/display during the show hours 9a – 3pm on March 29, 2025 . Please do not pack up early. Like any other business, posted hours of operation are vital. Thank you for your cooperation in this request. Pack up may start at 2pm and we ask that all exhibitors be packed up and out by 3pm for clean up.
4. Altering of any part of the facility is prohibited – (including any posting or hanging of ANYTHING on the walls/windows/doors) Any damage caused to First Pres. building, property, or equipment due to this negligence will be the financial responsibility of the exhibitor.
5. Table coverings will not be provided by First Pres. and exhibitors are asked to cover their tables.
6. Raffle ticket **SALES** are not permitted by any exhibitor.
7. Handmade and Commercial items will be permitted. Any 2<sup>nd</sup> hand or antique exhibitors must be approved by the Church admin. Staff. First Pres. reserves the right to limit the number of craft/vendor exhibitors that will be allowed to sell similar items, i.e. jewelry, quilts, etc.
8. First Pres. does not assume responsibility of any exhibitors items at any time. All items and equipment brought on to the premises shall be done at the risk of the exhibitor.
9. Please help advertise the event through all measures of social media and in your community. If you need any fliers, please contact the church office and we can email or mail them to you.
10. Special hole-punchers will on-loan to each exhibitor to punch each Shoppers Card that stops by your table. This is an incentive for everyone to visit every shop. Extra punches are given when a sale is made.
11. Payment is due with registration and contract. No refunds will be made, even in the event of cancellation.

**First Presbyterian Church reserves the right to enforce the above rules and guidelines.  
No refunds will be given for participant no-show or event cancelation.**

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**Sign this section below and return with REGISTRATIN FORM (keep above section for your reference!)**

I, the undersigned, agree to abide by all the above rules and guidelines set in place by  
First Pres. - Joliet for March 28, 2025 Event

NAME: (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I will not hold First Presbyterian Church or any of its staff/members/committee boards, or the event organizers responsible for any loss, damage, theft, sales-or lack thereof. I understand no refund will be given.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Any questions, please contact Kris Hayden – 815-258-8617 / [tkkhay@yahoo.com](mailto:tkkhay@yahoo.com)