

43rd ANNUAL SOUTH ELKHORN FALL FESTIVAL

SATURDAY, OCTOBER 14, 2023 • 9:00am – 4:00pm ET RAIN or SHINE!!

APPLICATION DEADLINE: June 30 at 12:00am ET (midnight)

Requests after this date will be added to the Waitlist in the order they are received.

The following is offered to ensure a smooth event that is worthwhile and safe for all Craft Vendors and festival attendees. Questions? Please email fallfestival@southelkhorncc.org. ALL phone calls to the church office will be directed to email.

PLEASE REVIEW CAREFULLY:

1. Festival booth areas are 12' x 12' and cost \$129.00 and includes State Sales tax. Vendors are to provide their own tents, tables, chairs, etc.
2. All items for sale must be 100% handcrafted and exhibit your handiwork in some way. With prior approval, select vendors may be allowed to sell handmade items from fair trade craftspeople in developing countries.
3. The following are **not allowed**:
 - Flea market items, Retail or catalog items, Knockoffs, Multi-level direct sales, Marketing items
 - Baked goods or candy (these compete with our church bake sale booth)

Please provide an email address that you monitor closely. All communications regarding the event will be via email, including status updates of your application, links to submit payment, and key notices leading up to the Festival.

NEW CRAFT VENDOR

1. New Craft Vendors are those that have not previously participated or Returnees that skipped more than 1 year.
2. New Vendors are allowed only one 12' x 12' booth space.
3. **For an application to be considered complete, all NEW vendors are required to submit ~ 6 photos of their crafts to fallfestival@southelkhorncc.org. Photos must be clear, in focus, and close enough to unmistakably represent the type(s) of individual items that will be sold, and not wide-angle views of the entire collection. No Facebook or website links will be accepted.**
4. Priority is given to Returning Craft Vendors. All New Craft Vendor applications are added to a Waitlist. The Waitlist queue is determined by the time stamp receipt of the completed application AND MUST include the requested ~6 photos in a follow-up email. So don't delay!

RETURNING CRAFT VENDOR

1. Returning Craft Vendors are those that have participated in either the previous year's Festival or at least two out of the last three years and may only skip the event the most recent year to this application. (The year 2020 is excluded as the event did not occur that year.) Vendors that do not meet this requirement will need to apply as a New Vendor.
2. Requests for two booth spaces must be submitted as a single application. Separate entries will not be considered.
3. It is our intention to provide each Returning Craft Vendor with the same booth location as the prior year; however, this cannot be guaranteed, and will not likely be the case if a year is skipped. Should the Festival Committee need to move your location, you will be contacted in advance to review your options.

IMPORTANT DATES

Mid-Late April – Applications available on the church website. Returning Craft Vendors receive first priority and are generally guaranteed a space if they apply within the application window. All New Craft Vendor applications are added to a Waitlist in the time stamp order they are received and then completed (please submit those photos in a timely manner!) Almost immediately upon hitting SUBMIT, Returning Vendors will receive a confirmation email of your application which will include a payment link - payment MUST be made within the 5-day window specified in the email to retain their application. Payments will not be accepted outside that window and the application will be forfeited. Make sure you watch for this email, checking ALL folders, inc trash and spam, etc.

June 30 – Application deadline. Requests submitted after this date, regardless of Returning or New Craft Vendor status, will be added to the Waitlist in the time stamp order they are received (and completed with photos in the case of New Vendors). It does not hurt to apply after applications are closed!

Mid July – New Craft Vendors will receive a notification email of their application status. Those who have not been accepted will remain on the Waitlist. In the event of a cancellation, the next vendor on the Waitlist will be contacted by email and offered a booth. If the offer is declined or there is no response to a follow-up email, the next vendor in the queue will be contacted. As we get closer to the event date, the required time to respond before moving to the next in line will decrease from a week to a few hours (this pertains to any vendor on the waitlist).

Mid July/Ongoing – An **online payment link will be emailed** to all **accepted New Craft Vendors**. Payments must be received within five (5) days or the offer will be rescinded and the booth offered to the next Vendor on the Waitlist.

September 1- Cancellations between 9/1/23 and 9/30/23 will be refunded 100% less a \$10 processing fee

October 1 – Cancellation requests after this date may be nonrefundable.

Early October – Emails sent to all accepted Vendors with booth assignment, festival site map, and parking information.

All Vendors: Receipt of an application and payment will acknowledge your agreement to the Festival Policies listed below. Failure to comply may result in the termination of the application, no refund, and possible loss of priority status the following year. Therefore, we encourage you to review the following rules carefully before submitting your application.

1. The Festival Committee reserves the right to shut down any booth in violation of the rules.
2. Booth fees for any cancellations after October 1 may be nonrefundable. Furthermore, this is an outdoor event that is held rain or shine. There will be no refunds due to weather.
3. NO outside promotion of the Festival or use of the Festival name is permitted in any format without prior approval by the Festival Committee. Please contact fallfestival@southelkhornc.org to seek approval in advance. Event promotion will be allowed once we approve the promotional material has the correct information!
4. All booth spaces are assigned. No resale or lease of your booth space is permitted.
5. All legalities, permits, and applicable taxes are the vendor's sole responsibility.
6. Festival setup times are 3:00pm – 9:00pm ET on Friday and 5:30am – 8:00am ET on Saturday. There will be NO exceptions to this. Access to the Festival site will be blocked prior to the listed times.
7. Vendors may not use tent stakes in the pavement. We recommend cement blocks or jugs to support your tent.
8. No electric hookups are available and no gas-powered or noisy generators are allowed. Quiet, battery-powered options may be used.
9. There will be a professional security guard onsite from 9:00pm Friday to 5:30am Saturday. However, the church is not responsible for the loss of any vendor items left in booths overnight.
10. All booths must be open to the public by 8:30am ET and fully ready to go by 9am ET on Saturday, but we suggest that you be set up earlier as customers tend to arrive very early.
11. ALL VEHICLES MUST BE PARKED OFF SITE NO LATER THAN 7:45AM ET SATURDAY.
12. **Everything belonging to the vendor must remain within the assigned space during the event, including backup inventory and chairs for individuals working the booth.** Festival staff will closely monitor this throughout the day and warn any vendor that exceeds the space of their booth area. Repeated violators will be assessed a penalty fee.
13. There is no indoor bathroom access. Multiple portable toilets will be available.
14. Absolutely no camping is allowed overnight on church property, including sleeping in an RV or other vehicle.

15. Vendors who tear down before 4:00pm on Saturday will be permanently removed from consideration for future Festivals.
16. **NO VEHICLES MAY ENTER THE FESTIVAL MIDWAY for breakdown until AFTER 4:30PM SATURDAY. NO EXCEPTIONS!** Vehicles entering the booth areas before 4:30pm are a significant safety concern for customers who choose to shop late. Vendors can tear down, pack up and even carry supplies to their vehicle after 4pm, but vehicles may not be moved on site until AFTER 4:30pm Saturday.
17. You are responsible for cleaning up in your booth space. Dumpsters are available for all garbage, but please break down cardboard boxes. If your space is not clean following the Festival, a fee will be assessed and you may lose priority status the next year. Please help us by leaving our church campus looking better than you found it!