

# 44th ANNUAL SOUTH ELKHORN FALL FESTIVAL

SATURDAY, OCTOBER 12, 2024 • 9:00 am – 4:00 pm ET RAIN or SHINE!!

**APPLICATION DEADLINE: June 28 at 12:00 pm ET (noon)**

**ALL 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](mailto: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 include 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 who have not previously participated or Returnees who skipped more than 1 year.
2. New Vendors are allowed only **one** 12' x 12' booth space.
3. **A complete NEW vendor application includes the submission of 6-8 photos to [fallfestival@southelkhorncc.org](mailto:fallfestival@southelkhorncc.org). Photos must be clear, in focus, and close enough to unmistakably represent the type(s) of individual craft items that will be sold, and NOT wide-angle views of the entire collection. No Facebook or website links will be accepted.**
4. 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 photos. So don't delay on that photo submission!

## RETURNING CRAFT VENDOR

1. Returning Vendors receive priority and are generally guaranteed a space if they apply within the application window.
2. Returning Vendors are those that have participated in previous Festivals. To retain that status a vendor may only skip the event the year before *this application*. If you do not meet this requirement will need to apply as a New Vendor.
3. Requests for two booth spaces must be submitted as a single application. Separate entries will not be considered.
4. we intend to provide each Returning Craft Vendor with the same booth location as the prior year; however, this cannot be guaranteed, and will not 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

**Late April** – Applications are available on the church website. Returning Craft Vendors receive priority. All New Craft Vendor applications are added to the Waitlist. Upon application submission, Returning Vendors will immediately receive a confirmation email 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, including trash and spam, etc.

**Late June** – 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 as those applications are still added to the waitlist.

**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 window of time to respond will decrease.

**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 9/1/24 and 9/30/24 will be refunded

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

**Early October** – Emails sent to all accepted Vendors with booth assignments, festival site maps, and parking information.

**Ongoing** – ALL refunds will be less than a \$10 processing fee regardless of timing.

**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 loss of priority status. Therefore, we encourage you to review the following rules carefully before application submission.**

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 the weather.
3. Please contact [fallfestival@southelkhorncc.org](mailto:fallfestival@southelkhorncc.org) to seek approval for outside promotion of the Festival/use of the Festival name in advance. Event promotion will be allowed once approved.
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 3:00 pm – 9:00 pm ET on Friday and 5:30 am – 8:00 am ET on Saturday. There will be NO exceptions to this. Access to the Festival site will be blocked before the listed times.
7. Vendors may not use tent stakes on the pavement. We recommend cement blocks or jugs to support your tent. PLEASE be prepared for inclement weather and secure your tent properly!
8. No electric hookups are available and no gas-powered or noisy generators are allowed.
9. There will be a professional security guard on site from 9:00 pm Friday to 5:30 am 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 8:30 am ET and fully ready to go by 9 am 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 7:45 am 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 4:00 pm on Saturday will be permanently removed from future participation.
16. **NO VEHICLES MAY ENTER THE FESTIVAL MIDWAY for breakdown until AFTER 4:30 pm SATURDAY. NO EXCEPTIONS!** Vehicles on site before 4:30 pm are a significant safety concern for customers who choose to shop late. Vendors can tear down, pack up, and carry supplies to their vehicle after 4 pm, but no vehicles on site until AFTER 4:30 pm Saturday.
17. You are responsible for cleaning up your booth space. Dumpsters are available for all garbage, but please break down and recycle 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!