

**COMMUNITY CHURCH OF ROLLING MEADOWS
29th ANNUAL ART & CRAFT FAIR & BAZAAR – August 6, 2022**

Rules for Exhibitors

1. **All exhibitors must check-in at the Exhibitor Sign-In Table before setting up.** This table will be located at the end of the building by the restrooms. Someone will be at the table **no earlier than 7:30 am on Saturday morning.**
2. **Displays cannot be set up before 7:30 a.m.** on Saturday and they cannot be taken down before 6:00 p.m. that evening. Any crafter who takes their display down before 6:00 p.m. (unless due to inclement weather) may not be invited to return the next year. All displays must be taken down by 8:00 p.m. Please remember to dispose of your trash in our garbage cans – do not leave it in your space.
3. **Loading and Unloading Procedures:** Kirchoff Road will have one lane blocked off in front of a portion of the Fair/Bazaar area from 7:30 am to 9:00 am and from 6:00 p.m. to 7:30 p.m. so that exhibitors can unload and load their vehicles. **(You cannot stop on Meadow Drive.)** These are the only times exhibitors are allowed to stop in this lane. If you choose to stop on the street outside of these times or to stop on Meadow Drive, you will be responsible for any tickets issued by the Police Department – Community Church will not take any responsibility for exhibitors who ignore these guidelines. In consideration for your fellow exhibitors, when unloading, please unload your crafts at the curb, move your car and then take items to your space. When loading, please have your items at the curb when retrieving your vehicle. Please take **no more** than 15 minutes to load/unload your items and move your vehicle. **No driving or parking on the church lawn at any time.**
4. **Only items listed on the application may be displayed.** All items displayed for sale must be of an arts, crafts, or gift nature–this **is not** a Flea Market. Items of an objectionable nature will be removed immediately upon Community Church of Rolling Meadows’ and the Fair/Bazaar Committee’s discretion. Items must be kept within the space assigned to you. **Nothing may be displayed in the walkways or parkways.**
5. **Exhibitor may hold drawings/raffles** for products sold **IN THEIR BOOTH ONLY** as long as there is no charge (\$) for tickets/entries. Each exhibitor is responsible for any permits required by the City of Rolling Meadows.
6. **Canopies, tables, water and electricity are not provided.** Exhibitors may bring their own display cases, canopies, or tables as long as they do not extend beyond the assigned space.
7. **Each exhibitor is responsible for his/her own sales and sales tax.** Please bring sufficient change.
8. **We cannot provide any coverage if an exhibitor needs to leave his/her space for any length of time**
Each exhibitor is responsible for his/her own area. Please bring sufficient help!
9. **Procedure for assigning spaces:**
 - A. **All exhibitors** applying before August 31, 2022 will be able to have the same space as this year, if requested. Beginning in September, spaces will be considered on a first-come, first assigned basis.
 - B. **Any exhibitors applying after July 24, 2022,** will be assessed an additional administration fee of \$10 per space. **Checks will not be accepted after this date... only cash, money order or credit cards.**
10. **We reserve the right to space exhibitors** so that similar products are a reasonable distance apart.
11. **Community Church of Rolling Meadows and the CORNFEST Committee will not be liable** for any loss or damage to any exhibited materials. Also, we are not liable for injuries before, during, or after the Fair/Bazaar.
12. **All exhibitors will be expected to move their vehicles** to one of the store or school parking lots across the street to save the church parking lot for our CORNFEST and Fair/Bazaar customers. **The only exception is for those with IL handicapped placards visible.**
13. **Applications will be accepted upon approval of the Fair/Bazaar Committee. You will be notified by email of your acceptance. In order to keep our space fees low, please enclose a self-addressed, stamped business-sized envelope for confirmation. If no envelope is provided, you will receive your space assignment at check-in the day of the fair.**