

COLLECTORS CARNIVAL CRAFT & VENDOR FAIR SHOW RULES & INFO

Please read and follow all the rules listed below. Our primary concern is to keep everyone safe and to encourage an atmosphere where everyone is respectful & considerate of one another. Your cooperation in following these rules will make the show more enjoyable for everyone involved. **If you need to reach us during the show, call 812-471-9419.** This office number will be on call forwarding to Show Promoters, Suzie or Brent Pace, and there is always someone at the main gate (Gate #2) during show hours in the tent where you check-in.

FOR MORE INFORMATION PLEASE CONTACT SUZIE PACE:

Collectors Carnival Inc. 620 Westmore Drive Evansville, IN 47712 Phone:(812)-471-9419
Website: <http://www.collectorscarnivlshows.com> Email: info@collectorscarnivalshows.com

IMPORTANT POINTS TO REMEMBER

1. **THIS IS A CRAFT & VENDOR FAIR** that includes artisan, handcrafted items and multi-level marketing (MLM) direct sales businesses.
2. **CHECK IN & SET UP TIME**- Saturday from 6 – 8 a.m.. (Central)
3. **SHOW HOURS** - Saturday 9 a.m. – 4 p.m. (Central) **You need to be set up in your booth by 9 a.m. Saturday and remain completely set up until the show ends at 4 p.m.** Please plan accordingly.
4. **CHECK IN / ENTER & EXIT** - You will be checked in at the northeast entrance to the 4-H Fairgrounds, Gate #2, which is located at 201 E. Boonville New-Harmony Road just off of Hwy 41 N. **Gate #2 will be the only entrance & exit gate used for vendors throughout the entire weekend. Do not drive around the left side of our Check In Tent unless directed otherwise by Collectors Carnival staff.**
5. **PARKING PASS** - Upon your arrival, you will receive your dealer Parking Pass that you need to keep in the driver's side dash & remain visible throughout the show.
6. **HELPERS** - If you have a helper who will be driving separately with a different last name than your own, please call us by Wednesday prior to the show so we can add their name to the check-in roster. Spouses or children **with the same last name do not need to be added to the check in list and can check in under the vendor's name.** Tear down help not on our check in list will be admitted free of charge after 4 p.m. Saturday.
7. **NO TEAR DOWN PRIOR TO 4 P.M. – Please, please, please do not start wrapping or packing up ANY merchandise before 4 p.m. Saturday** – regardless of how many shoppers are or aren't in your building at the time, or the weather, or your sales, or what time it gets dark, yada, yada, yada. This Craft & Vendor Fair is a new addition to our Collectors Carnival Shows and we, nor you, want any unhappy, frustrated shoppers posting anything negative on Facebook due to vendors who were already packing up merchandise before a show had ended. This is unprofessional and rude to customers who have paid to come shop. EVERY shopper matters, even if there's only one customer in the building and even if they don't happen to be in YOUR booth. **Please have the courtesy to think beyond your own circumstances and respect the advertised show hours that you have committed to from 9 a.m. – 4 p.m.** We are working hard to get this new show going on your behalf and hope to have enough positive response & demand from our shoppers to offer it multiple times again next year. If you choose to pack up any merchandise prior to 4 p.m. Saturday, you may not be allowed back in to future shows.

8. **PARKING & UNLOADING** – *** **DO NOT LEAVE YOUR VEHICLE UNATTENDED IN FRONT OF THE POULTRY, SWINE, SHOW & CATTLE BARN DURING SET UP WITHOUT LETTING A COLLECTORS CARNIVAL STAFF PERSON KNOW WHERE YOU ARE.** This is a very congested area during set up. Please unload as quickly as possible & move your vehicle to the back of the building BEFORE setting up your booth. **THE GRASS AREA IN FRONT OF THE BARN IS RESERVED FOR OUTSIDE SPACES.** This grass area may only be used for unloading until the vendor that rented that outside space arrives. **THE PARALLEL PARKING DOWN THE SIDES OF THE POULTRY, SWINE & SHOW BARN IS RESERVED FOR THOSE VENDORS THAT RENTED BOOTHS IN THE OUTSIDE ROWS OF THOSE BARN.** Vendors in these outside rows may parallel park directly behind your booth(s) as long as your vehicle fits within the amount of booth space you have rented and doesn't spread over behind your neighbor's booth, i.e. if you rented one 10' x 10' booth then you have 10' to park your vehicle beside your booth. If your vehicle is too long to fit behind the amount of booth space you have rented or it blocks access for the other vendors to get to their booths, you must park it at the back, east end of the building. If you rented a booth in any of the middle rows in any of the barns, you must park at the back of the buildings.
9. **BOOTH SETUP** - **Fire code safety requires that you leave room to sit inside your booth, not out in the aisle.** Look for your name & corners of your booth chalked on the floor. Take notice of these marks and setup only in the space you have paid for. If you setup outside the space you've paid for, you will be asked to move back into the proper area regardless of whether you are already setup. This is simply to make it safe and fair to all dealers. Chairs are not included.
10. **SHARED BOOTHS** - We only permit one dealer's merchandise per space. Multiple dealers, each with their own merchandise, need to rent their own space. You may not share a booth unless you are incorporated as a joint business or husband & wife.
11. **FOOD & DRINK SALES** – Food and drink sales must be pre-approved by Collectors Carnival staff. You are not allowed to sell any food or drinks from your booth unless those items were listed on your contract & approved by Collectors Carnival staff prior to the show.
12. **TRASH** – Please clean up after yourself! Please do not leave any trash in or around your booth space when you leave. Please break down all boxes and put all trash in the cans provided in the buildings.
13. **WIFI & CELLULAR SERVICE** – The wifi signal may or may not be strong enough to use. You can try connection: 4-H Center Guest. Password: ABCD1234AB. However, the cellular service is very good throughout the fairgrounds.
14. **ANIMALS** – No dogs or other animals are allowed in any of the buildings or outside on the grounds during show hours, set up or tear down. Please leave your dogs at home. We're sorry, but that's just the way it has to be for liability reasons.
15. **NO SMOKING** – No smoking is allowed in any of the buildings or within 100 feet of any of the open-sided buildings. Please be courteous to those around you when smoking.
16. **ELECTRICAL CORDS** – Any electrical cord going across any area where shoppers could possibly walk must be taped down securely with blue painter's tape so that there can be no possible tripping hazard for which you would be liable. You must provide your own extension cords, multi-outlet strips & blue painter's tape.
17. **CANCELLATIONS & NO SHOWS** - Your rental is non-refundable and non-transferable to another show. The show will not be canceled on our part unless severe weather and/or the authorities dictate otherwise. If you have to cancel, please extend us the courtesy of calling us at 812-471-9419 as soon as possible prior to the show so that we can contact the other dealers around you to allow them to bring additional merchandise to fill your space. Your cooperation is appreciated. Reserved spaces not claimed by 8 a.m. Saturday will be filled with no refund.
18. **INDIANA SALES TAX** – It is your responsibility to collect & report Indiana's 7% sales tax. Contact the Evansville office of the Indiana Department of Revenue at (812) 479-9261 for more information on obtaining an Indiana Tax ID and filing your sales tax.