

**First Baptist Church, Graham Fall Arts & Crafts Fair  
Saturday, October 22, 2022, 9:00 a.m. – 4:00 p.m.**

**Policies**

***Registration:***

The Fall Arts & Crafts Fair is intended to showcase hand crafted artisan's works. Registration is on a first come, first served basis. This is to be defined by the date at which registration fees are received. Full payment of the registration fee must be made by check at the time of registration. Or you can go to our website, [www.fbcgraham.org](http://www.fbcgraham.org), click on "GIVE" and pay. All entries must be received one week prior to the event or until the maximum number of spaces have been fulfilled. All applications received must have a picture and a description of items to be sold. The event reserves the right to approve all applicants. Once approved, applicants will receive confirmation either through e-mail or through standard mail. This craft fair features handmade Arts & Crafts, **no distributors.**

One week prior to the event, final confirmation and necessary information will be sent via e-mail. Cancellation request must be received in writing to the chairman of the event 14 days prior to the event. The registrant will receive 100% of the registration fee less the administration fee of \$10. No refund is possible if the cancellation is made less than two weeks before the event.

***Vendors:***

Vendors will be allocated a 8 x 8 indoor space or a 10 x 10 outdoor space by the promoters. If you need a larger space, you must purchase additional booths. It is up to the vendors to provide their own tents, tables, chairs, and display equipment. All display items must be maintained within designated booth space. No tents/canopy's will be allowed inside. Vendors may begin setting up from 7 a.m. the day of the event and should have their booth space completed for public opening at 8:30 a.m. Indoor vendors can set up the night before between 5:00 - 8:00 p.m. Vendors will not be allowed to pack up their booth space before 4 p.m. We strongly advise Outdoor Vendors to plan for inclement weather to protect themselves and their goods and possessions. Please note we do not offer any tents or other weather protection. There will not be a rain date. No electricity will be provided in the event area. The reletting of the booth space cannot be done without prior approval of the event organization.

Please note, First Baptist Church Graham has a Starfish Ministry that feeds those in need on Saturday's. This is not available to vendors.

Parking areas will be marked off for the Starfish guests. Public Parking, however, will be available behind the church, across the street from the front of the church, and on the street. All booths must remain open for the full duration of the event.

***All vendors are required to sign a liability waiver.***