

Annual Holiday Craft Fair – Seller Rules & Guidelines

To ensure a safe, successful, and enjoyable experience for all, sellers are expected to adhere to the following rules & guidelines. Violations may result in immediate removal from the event and disqualification from future participation.

1) Application Process for Sellers

Application to participate as a seller in the event is open to all; however, space for direct sellers and independent consultants is limited. To be considered, applications must be fully completed and submitted with payment. Incomplete applications will not be accepted.

If your application is incomplete, we will make three attempts to contact you for the required information. If we do not receive a response or a completed application within 24 hours of our third contact attempt, your application will be considered void, and you will need to begin a new application to be considered.

2) Cancellation Policy

If you are not accepted into the show or if the event is canceled by us due to no interest from sellers: REFUNDS will be made. Otherwise, NO REFUNDS. All seller payments are final. NO REFUNDS will be issued for cancellations or no shows under any circumstances.

3) Advertising

Sellers are expected to actively assist in advertising the event. Collective marketing efforts help ensure strong attendance and a successful event for everyone.

Sellers are asked to put up posters for the event to help get information out. The flyer will be attached to your acceptance email as a PDF file. Click on it and print them out, add your business card to the poster to maximize your exposure. Add our craft show to your Facebook, Twitter, snapchat, website, or any of the other online features you use to promote yourself.

4) Fees

All fees are listed on the application. No commission is charged on sales. If a seller refuses to pay any of the event fees it will result in automatic removal from the event and may result in the seller not being allowed to apply for future events.

5) Returned Payment Fees

The fee for a returned check or ACH is \$40.

6) Spaces

Spaces are 10 feet X 10 feet. Sellers can rent more than one space if they wish. If a seller is sharing their space, the other seller and their products need to be listed in the application. Any space found to have more than the one approved seller occupying it will be required to remove the unlisted seller and their products from the event.

7) Setup

Sellers must have all products inside the building by 8 am and should have their spaces set up by 8:45 am the day of the event. Setup times and further details will be provided in the acceptance email

8) Parking

Seller parking details will be provided in the acceptance email. We will have staff in the seller loading area to direct seller traffic and parking. During setup, please do not block roadways, fire lanes, or designated emergency access areas. All vehicles must be promptly moved from the loading area once unloaded. Unauthorized vehicles parked outside designated areas are subject to towing at the owner's expense by venue authorities.

9) Code of Conduct

Rudeness, harassment, or disrespectful behavior in any form will not be tolerated toward event staff, volunteers, fellow sellers, or attendees. Any seller found in violation of this policy will be asked to leave the premises immediately and will be permanently banned from participating in future events.

10) Food Sales

Only sealed, pre-packaged food items may be sold. Sample distribution is permitted in limited quantities. Absolutely no open or unpackaged food sales are allowed. Any seller found in violation will be immediately removed and may not be permitted to return in future years.

11) Sales

Seller activities must remain within their assigned space. Roaming sales are strictly prohibited. While KCCV does its best to avoid excessive duplication of products, some overlap may occur. Sellers are expected to always remain courteous and professional (see Code of Conduct). Spaces must be always staffed by an individual aged 18 or older during event hours.

12) Canopies and Tents

If using a canopy or tent, sellers must ensure all legs and structures remain within their assigned space. To prevent visual obstruction of neighboring spaces, only the back and top panels may be used.

13) Breakdown

Early breakdown is strictly prohibited unless permission has been granted by event staff. Sellers may not begin dismantling their space before the official breakdown time. Failure to comply will result in disqualification from future events.

14) Clean-Up Requirements

Sellers are responsible for removing all items, displays, and debris from their space before departure. Neither KCCV nor the Augusta Civic Center will store leftover materials. Any items left behind will be disposed of without notice.

15) Safety & Compliance

Kennebec County Community Volunteers (KCCV) and the Augusta Civic Center (ACC) reserve the right to remove any seller acting in a disruptive or unsafe manner, at their sole discretion.