

IMPORTANT RULES AND INFORMATION

BEFORE EACH SHOW

You are responsible for your own display including **SOLID BLACK TABLE COVERS ONLY, and MUST EXTEND TO THE FLOOR ON EACH SIDE. NO VINYL/PLASTIC COVERS ALLOWED.** No cardboard displays please (Must be covered in black). *Table toppers only* can be any solid color. Booth-sharing not permitted.

FEES/BALANCE DUE must be received prior to show date, or acceptance will not be guaranteed, as applications are first-come, first-served. Credit card payments have non-refundable 4% handling charge and \$35 fee for returned checks. Amounts due on all signed applications and/or if space is reserved with special consideration, must be paid by due date or space will not be held and vendor will not be considered for other shows. **Fees are non-refundable.** In special circumstances, at the discretion of the promoter, you may request a credit to be applied to a future event.

Exhibitors are responsible for obtaining **State Sales Tax ID** Number (and permit, if necessary)

There is no A.M. setup. Only at 9:30 P.M. after mall is closed. Special space assignments will be held until then. Late arrivals will be re-assigned based on availability. Most malls allow unloading near main doors or at the loading dock. However, in some malls, specific instructions will be given. **DO NOT** park by mall doors or bring in items before check-in.

If you need electricity, please indicate on the application and provide a surge protector, heavy-duty power cords, tape and mats to cover the cords in exposed areas. Use energy-saving light bulbs.

DURING THE SHOW - **NEVER DISCUSS BOOTH FEES WITH ANYONE (STORES/KIOSKS/CARTS)**

Booths must be opened same time as stores, weekdays-Saturday 10:00AM-9:30PM, Sunday 11AM-6PM or as indicated on application. You or representative must be present for the duration of the show. Please be on time. Lateness is unprofessional, disrespectful and unfair to others who make an effort to be on time. Habitual late-comers may not be accepted for future events.

BLACK TABLE COVERS ONLY. Booths must be kept neat at all times. All boxes, bags, containers must be kept out of sight or covered in black. No lawn/patio chairs allowed.

Display may not be higher than 6ft. and must be contained the space allowed. No tent structure allowed. There will be a charge for extra space. Booth-sharing not permitted.

NO SALE/DISCOUNT/FREE SIGNS – Verbal offers are **OK**. No hand written signs-except price tags
NO WHOLESALE ALLOWED – Vendor may be excluded from future events.

Do dress comfortably in appropriate attire, (no shorts, flip-flops, tank or strapless tops). Keep in mind that you are promoting your business and appearance does count.

A good show is **a-work-in-progress**, so do voice your concerns and share your opinions.

Mall management and Peer Promotions require that you follow the rules as it affects contract renewal decisions and consideration for your participation in future shows.

AFTER THE SHOW

Please remove your property from the mall without unnecessary delay.

Thank you for leaving a clean space.

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Crafter's Guide



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