

rules & regulations

This form must be returned with your vendor application

- 1. Sign and return the Vendor Application.** Specify products or services to be exhibited for approval by Muscogee Moms LLC and *Family & Kids Magazine*. Deadline to participate is **March 15, 2012**.
- 2. Each exhibitor must pay exhibit fee, and any additional fees in full by March 15, 2012.** No refunds or deposits will be given past this date.
- 3. Exhibits, displays, products and services must be related to family vacations and/or summer camp programs, unless approved in advance.** Exhibitor may not promote business or services that do not directly relate to the overall theme of *Kids Camp & Summer Fun Fair*.
- 4. No subletting, assigning or apportioning to others is allowed by the exhibitor(s).** Exhibitors may collect deposits and/or fees for camps or vacation packages only.
- 5. Confine all activities to the exhibit space provided.** No part of your display may extend into traffic flow of the event. Exhibitor will be held responsible for cleaning or replacement of any damages.
- 6. Each exhibitor is responsible for providing booth identification or signage.** Each booth will be provided with a 8' pipe and drape system, a skirted, conference-style table (6"x2") and two chairs. Please bring your own supplies (shower hooks, string, etc) to attach or hang your banners. No signs permitted on the walls!
- 7. Have, at a minimum, one representative maintaining booth during all hours of the event.** Muscogee Moms LLC and *Family & Kids Magazine* are unable to 'man' booths during the event.
- 8. A limited number of tables with electrical outlets are available.** To reserve one of the tables near an outlet, this must be included in the application. You must provide your own multiple outlet power strips, tape and extension cords. All extension cords must be taped and kept under exhibitor table at all times.
- 9. No outside food or beverages allowed.** The Civic Center's concession stand will be open during the fair, with food and beverages available for purchase.
- 10. Check in will begin at 10am. Exhibits must be set up no later than 11:45am. The Fair will begin at Noon.** Exhibitors should enter the Civic Center through the back entrance by the loading dock. Please check in at our Vendor table located by the loading dock to receive your table assignments, floor plan, and any last minute instructions. The table will be manned by KCSFF staff until 11:30am. After 11:30am you must check in at our Events table located in the lobby of the Civic Center.
- 11. Tear down is from 3:30-4:30pm.** Even if traffic is light, please do not tear down your booth prior to 3:30pm! Each exhibitor is responsible for collecting and disposing of all trash in the receptacles provided at the end of the event.
- 12. Exhibitor's locations will be assigned in the order in which the application and fees are received.** Exhibitor space will be confirmed after the completed application and fees are received. Muscogee Moms LLC and *Family & Kids Magazine* reserve the right to rearrange the floor plan due to unforeseen conflicts regarding space requests or conditions beyond our control.
- 13. Make provisions for the safeguarding of all goods, materials, equipment and display at all times.** Muscogee Moms LLC and *Family & Kids Magazine* will not be responsible for loss of any material by any cause. All materials must conform to local building and fire department codes and regulations. The exhibitor must, at her expense, maintain and keep in good order her exhibit and the space for which she has contracted.
- 14. You are welcome to offer a small craft or activity at your booth--**provided it does not include food or beverages! Please prepare extra copies of any promotional materials. We anticipate over 2000 attendees this year.
- 15. You are welcome to conduct a giveaway at your booth --** provided you are responsible for notifying the winners after the event and for arranging delivery. Patrons should not be required to participate, nor should they be present to win! There will be no formal announcements during the event.

All matters and questions not covered by the regulations set forth herein are subject to the discretion of Muscogee Moms LLC and *Family & Kids Magazine*.