



hosted by Living Waters Church
3801 N US Highway 441
Ocala, FL 34475
www.lwwc.org

Craft Vendor Guidelines

Event day is Saturday, February 9, 2019 from 8am until 3pm located at Living Waters Church at 3801 N US Hwy 441, Ocala, FL 34475

All vendor applications undergo a juried process by the vendor selection committee. This ensures the event has a wide variety of items to showcase and to avoid having too much product or service repetition. For direct sales vendors, we will only allow one brand representative. "Buy-Sell" items are not permitted.

The craft vendor fee for this event is \$50.00. This fee is NON-REFUNDABLE. Online payment requires a \$2 convenience fee.

Craft vendor application deadline is Saturday, December 15, 2018. Vendor fee payment is due at time of application. All vendor application fees for ACCEPTED applications are NON-REFUNDABLE. Should your application be denied, the application fee will be refunded.

All vendors are responsible for their own booth setup & supplies. Tents, tables, chairs, or other supplies WILL NOT be provided by the event hosts. Event personnel are not responsible for helping with booth setup. Electrical service is NOT AVAILABLE to Craft & Direct Sales Vendors.

Arts, crafts, nonprofit & food booths are required to stay open during event hours.

Event set up instructions: Booth set up (tent, tables, chairs, signage, etc) will be day before event: Friday, Feb 8th between 11am-6pm Overnight security is provided once your booth is set up Booths must be ready for business (inventory set up) at least 1/2 hour prior to the start of the event. Event personnel will be at the exhibit area on that Friday to direct you to your assigned space for load-in and to answer any questions on day of set-up.

Vendors shall remain open until the official end of the event at 3pm. No vehicles shall be allowed in the event area for loading before 3:30pm due to safety concerns to attendees & fellow vendors. If vendor vehicles enter the event footprint before the close of the event, you WILL be banned from the event for one (1) year. The safety of all participants is the event's upmost concern and is treated very seriously.

All tents must be firmly secured in case of wind. The event takes place on a paved surface which prohibits the anchoring of any supports into the ground. A system such as buckets filled with concrete may be used. You are prohibited from driving any nails or stakes into the pavement to anchor your tent.

Vendor parking instructions: Vendor parking will be available on the day of the event. Trailers can be brought on-site during set up (day before event) and may be left on-site overnight prior to the day of the event. Please specify on your application if trailer and/or truck parking is needed.

Security personnel will be provided during the event and all reasonable care exercised however, Living Waters Church cannot be held liable for loss or damage to art or injury to anyone participating in the event. A Certificate of Insurance is required for all vendors and can be emailed to beverlytownley52@gmail.com.