

# ABINGTON ART CENTER

## Art & Fine Craft Fair Sponsor Guidelines

### WELCOME SPONSORS!

Abington Art Center (AAC) Craft Fairs are OPEN AND FREE to the public and take place outside on the grounds of Alverthorpe Manor, the home of AAC:

515 Meetinghouse Rd, Jenkintown, PA 19046

AAC works hard to serve our community, creating special family-friendly events that celebrate the arts.

**Thank you for being a sponsor!**

**All sponsorship levels come with high profile table placement at the event. One 6ft table and 2 chairs provided. Tents are highly recommended.**

**Marketing Items:** Sponsors may hang or display signage pertaining to their business on their booth. Sponsors are welcome to hand out marketing materials – including brochures, pamphlets, gift certificates, give-aways, and other logoed swag.

**Space:** 10'x10' outdoor space. AAC will supply one 6ft table and two chairs. A canopy tent is recommended, but not required. If you do intend to set up a tent, please make sure that it is secured WELL! Wind can ruin tents and put the safety of people under and near them in jeopardy – please bring weights for your tent.

**Set Up and Clean Up:** Sponsors may arrive any time after 9am to set up. Sponsor table and chairs will be set up and ready for your arrival. Grounds open to the public from 10:00am - 4:00pm. All clean-up must be finished and grounds cleared by 6:00pm.

**Loading/Unloading:** Sponsors will be directed to their drop off location when they arrive. All spots are within 150 ft of loading areas and accessible by no-step paved walkways or flat lawn. **AAC DOES NOT SUPPLY CARTS OR HANDTRUCKS - WE STRONGLY RECOMMEND BRINGING YOUR OWN IF YOU HAVE HEAVY ITEMS.**

**Parking:** Parking is limited. After unloading, we ask sponsors to move all vehicles to the overflow parking area located across the street at the corner of Meetinghouse Rd & Greenwood Ave. If you require accessible parking, please ask and we will direct you to accessible parking onsite.

**Rain Date:** This event is rain or shine and vendors should be prepared for inclement weather. The event will **ONLY** move to the designated rain date in the event of dangerous weather conditions. If weather conditions are dangerous on the rain date as well, AAC reserves the right to cancel the craft fair due to hazardous or severe weather. No credits or refunds will be given. All weather-related changes will be called 24 hours in advance.

**Liability:** Exhibitors will assume full responsibility for their exhibits. AAC is not responsible for any damages, loss, or theft, or for any personal injury incurred during the Craft Fair event.

**Consent to Photography and Videography:** Participants may be photographed/videotaped while present during an event at AAC. Participants consent to the reproduction and use of any such photographs and videotapes by AAC for educational, public relations and/or promotional purposes and waive any claim by the participant, or anyone claiming under or through them, for compensation of any kind in exchange for such photographs, videotapes, and use. If you prefer not to consent, please let us know.

**Marketing:** Thank you for sending us your logo (jpeg or pdf) for us to use on our marketing material. Please help us to promote YOU by liking and sharing our Craft Fair social media posts and website page: <https://abingtonartcenter.org/craft-fairs/>

**The week prior to the Craft Fair vendors will receive an email and our website will be updated with the following information:**

- **Site map with vendor location assignments**
- **Covid-19 update (if applicable)**
- **Rain Date plans (if needed)**

## **AAC Covid-19 Waiver:**

An inherent risk of exposure to Covid-19 exists in any public place where people are present. Covid-19 is an extremely contagious disease that can lead to severe illness and death. By visiting AAC and participating in AAC Craft Fairs, all persons are voluntarily assuming all risks related to exposure to Covid-19.

AAC is taking all necessary preventative steps and precautions recommended by government health agencies. Vendors agree not to hold Abington Art Center legally responsible for contracting or suffering the consequences of any illness or communicable disease while attending or participating in the event and will not knowingly participate in the event if they, or any of their employees, are known to have Covid-19, been exposed to Covid-19 in the 14 days prior to the event or are exhibiting any symptoms consistent with Covid-19.

If the craft fair is canceled due to current government Covid-19 regulations all sponsor fees will be refunded.

**All vendors and staff are required to current COVID protocols at the time of the event.**