

# ABINGTON ART CENTER

## Craft Fair Vendor Guidelines

### WELCOME VENDORS!

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.

**All original artwork and hand-crafted items welcome!**

**All mobile food vendors are required to have appropriate licensing, insurance, and permits according to the Montgomery County Health Department requirements.**

**Food table vendors: Temporary Food Licenses are only required if you operate more than 4 days in a calendar year. Montgomery County, PA 610-276-5117 for more info.**

**Accepted Items:** All crafts and food products for sale must be made by the person occupying the space unless they are listed in the application as having permission to sell that product. Products should be of original design, handmade, and reflect the makers skill and artistry. All products must be local, meaning they were made within the greater Philadelphia/Northeast US region. No commercially, mass-produced items or items for resale will be accepted.

**Space:** 10'x10' outdoor spaces and 8' x 8' covered pavilion spaces available. You are responsible for supplying your own table, chairs, and equipment. A canopy tent is recommended (except on the Pavilion), 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 – minimum 40# weights for your tent are required.

**Your Booth:** Vendors should understand their responsibility for maintaining their booth in a neat, reputable, and sanitary condition. At the close of business, vendors need to clean up their booth areas and take their garbage with them or dispose of it in containers provided at AAC.

**Grade:** A large portion of the property is on a hill (no more than 5% grade) and vendors should be prepared to set up on a slight incline. If you are on a Pathway or Lawn spot, please bring something to level your table and displays.

**Set Up and Clean Up:** Set up time 6:45am – 9:45am. (Vendors may be assigned an arrival time between 6:45am – 8:15am). Vendors must be set up by 9:45am. Grounds open to the public from 10:00am - 4:00pm. We do not permit early bird sales (no sales prior to 10am). Please do not start to breakdown before 4pm. All clean-up must be finished and grounds cleared by 6:30pm.

If a vendor has an emergency and needs to leave early, an AAC staff member ***must*** be notified and will help the vendor to arrange an early load-out. Failure to notify an AAC staff member before leaving early will impact future acceptance.

**Loading/Unloading:** Due to limited road access, vendors must park in designated loading/unloading areas and walk all equipment/supplies to assigned vending location. All vendor spots are within 200 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.** Vendors must unload and move vehicles to the overflow parking area BEFORE setting up tents and merchandise. During load out, vendors must break down and consolidate all equipment/supplies at loading area BEFORE bringing vehicles back to the loading area.

**Parking:** Parking is limited. After unloading, vendors must 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 to vend in inclement weather.** Only in the event of hazardous weather conditions will the event move to the designated rain date. AAC reserves the right to cancel the craft fair due to dangerous or severe weather conditions. No credits or refunds will be given. All weather-related changes will be called 24 hours in advance.

**Vendor Cancellations:** All cancelations must be submitted via email. A 50% refund of the vending fee will be given if the vendor cancellation is up to one month prior to the fair. No refunds will be given if the cancelation is within one month of the fair date. Any “no-shows” will not be invited back for future fairs.

**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.

**Conduct:** We expect vendors interactions with the AAC staff, volunteers, their fellow vendors, and customers to be conducted in a cooperative, courteous, and professional manner. Please be respectful of your adjacent vendors. Please keep in mind this is a family-oriented 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/>

**Media Acclaim:** Please send us any print articles, online article links, awards or any other public acclaim you/your business have received. We'd like to advertise your successes!

**One 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 makes every effort to offer the preferred table type requested. Requests are not guaranteed. Once all tables of a certain type are full, vendors will be offered alternative table types.**

**If you have placement requests due to physical restrictions or limitations, please let us know. We are happy to accommodate as best as we are able.**

There is a non-refundable \$10 admission fee which allows us to cover jurying and other upfront production time and costs that make it possible for us to bring these events to our community. This fee will be applied to the vendor fee of accepted applicants. All proceeds of this event go to support our mission as an arts non-profit.

## **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 vendor fees, except for the non-refundable \$20 submission fee, will be refunded.

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