



## **2024 TERMS AND CONDITIONS**

### **Christmas at the Brook**

- This event is intended for Artists, Artisans and Craftspeople who create the products they display and sell in their booths. **(No Direct Sales allowed)**
- Booth and Table spaces will not be considered secured until full payment is received.
- **Vendor Cancellation** must be received in writing (email acceptable). If your space can be filled from the wait list at the time of cancellation, your fee will be 100% refunded and returned to you. There will be no refund issued if the space cannot be filled. Exceptions will be made for extenuating circumstances at the discretion of the Director of Christmas at the Brook & Holiday Lights.
- **Event Cancellation** will be determined by the Director of Holiday Lights if inclement weather is predicted. Vendors will be contacted by 8 a.m. on that Saturday and we will post announcements on Brookside Church's social media. The extreme weather reschedule date is the following Saturday, Dec. 14. A full refund will be issued to vendors only if both weekends are canceled or at her discretion.
- **Free WiFi** is available for all vendors indoors. A password will be provided upon check-in.
- Electricity is available for all booth and table spaces.
- All booths and tables must be occupied by 3pm on the participating Saturday.
- All vendors should remain for the entire event on Saturday, Dec. 7 from 10-7 pm. The popular Brookside Holiday Lights will take place from 5 - 7 p.m. that will bring in a new crowd of shoppers. If you are unable to stay for the entire event, please let the fair director know. Your space will be organized accordingly.
- No open flame is permitted.
- No pets or animals allowed. (Exceptions are made for service animals upon approval by the Director of Holiday Lights).
- Displays must be contained within the allotted space with nothing in the aisles or overflowing into another vendor's space.

- Displays must be professional, clean and safe. Each vendor is responsible for keeping their rented space free from any dangerous conditions that may cause injury to persons in their area or damage to property.
- Booths and tables cannot be broken down before 7 pm on Saturday.
- All items must be removed from Brookside Church within 1 hour of the event closing.
- Spaces should be left clean and free of trash post fair. Failure to comply will result in a cleaning fee of \$30.
- Smoking is permitted outside in the parking lot only.