

32nd Annual Blueberry Festival Craft Fair

Saturday, August 12, 2017 from 10:00am to 5:00pm
Sunday, August 13, 2017 from 10:00am to 4:00pm

41st Annual All Crafts Fair

Saturday, September 2, 2017 from 10:00am to 5:00pm
Sunday, September 3, 2017 from 10:00am to 4:00pm

Welcome to the South Haven Area Chamber of Commerce Craft Fairs! We take great pride in executing a well managed and promoted show, and we look forward to working with you in making this an enjoyable experience for all. These Craft Fair Rules have been developed to clearly define what you can expect from us and what we expect from you. **By participating in our craft show as a vendor, you are agreeing to comply with these rules, and understand that breach of such may result in dismissal from the current show or future craft fairs promoted by the South Haven Area Chamber of Commerce.**

LEAVE YOUR BUY/SELL OR RE-SALE ITEMS AT HOME!

All crafts displayed for sale must be the **CREATIVE DESIGN OF AND HANDCRAFTED BY THE ARTISAN AT THE SHOW ON THE DAYS OF THE EVENT.** If the products that you have in your booth at the show do not align with this philosophy or are different than what is represented on your application, you will be asked to remove these items from sale and may be dismissed from the show.

GOURMET FOOD VENDORS

Gourmet food vendors must prepare their product in a licensed kitchen facility and the product must be labeled according to the appropriate agency. It is the obligation of the gourmet food vendor to submit license documentation and ensure labeling compliance prior to the show.

CHECK-IN

All vendors are required to check in at the Chamber Central Booth prior to set-up. The South Haven Area Chamber of Commerce staffs a booth near the garden called Chamber Central to expedite check-in upon your arrival to the park and to ensure that all inquiries and concerns are handled in an efficient and effective manner. Should you have a concern or complaint at any time during the craft fair, please see our Chamber Central attendant for a Customer Service Feedback form, so that we may document and do our best to resolve the issue. Please be courteous to our volunteers, and know that the Chamber of Commerce staff takes complaints seriously, but inappropriate or unruly behavior will not be tolerated and may result in immediate dismissal from the show, forfeiture of all fees paid, and ineligibility for participation in future shows.

SET UP REQUIREMENTS

Vendor set-up takes place on Friday afternoon before the craft fair between 2:00pm and 7:00pm, and Saturday morning between 6:00am and 9:00am. Noise should be kept to a minimum during set-up. While we make every effort to replicate the same show layout for each craft fair year-to-year, vendors must understand that booth locations may vary, and should be prepared for uneven ground.

AUTHENTICATION

All vendor booths will be authenticated between 9:00am and noon on Saturday. Please ensure that your Chamber-provided booth identification signage is displayed in the upper left-hand corner (from the customer's perspective) of your booth by 9:00am. By this time, you should be fully set-up and prepared with picture identification (i.e. driver's license, passport, etc) for authentication. During the authentication process, an authenticator will complete an Authentication Form for record-keeping purposes. The authenticator will validate that you are the crafter of the product being sold in your booth, and that your booth contents match your jury-approved application. Please note, "discount", "sale" or any such promotional mark-down or discount signage is strictly prohibited.

TEAR DOWN REQUIREMENTS

The show will conclude at 4:00pm on Sunday. **Tear-down is prohibited prior to 4:00pm, and violators will render themselves ineligible for future shows.** We have a busy tear-down window between 4:00pm and 6:00pm so please be courteous to fellow crafters. Vendors located on the sidewalk by Dyckman Avenue are required to bring their vehicle onto the right-of-way in Stanley Johnston Park **only after tear-down is complete; DO NOT BRING YOUR VEHICLE ONTO THE SIDEWALK UNTIL YOU ARE FULLY PACKED AWAY, YOUR TENT IS DOWN AND YOU ARE READY TO LOAD YOUR VEHICLE/TRAILER. YOUR VEHICLE WILL BE TICKETED IF PARKED ON DYCKMAN AVENUE.**

PARKING

Each vendor will be given one parking pass upon check-in that must be prominently displayed on your vehicle/trailer for the duration of the show. Designated vendor parking areas are located on the east side of the gravel road in Stanley Johnston Park or along Park Ave. **Vehicles that are not marked by way of an authorized parking permit may be towed at the vehicle owner's expense.** Without exception, all trailers must be parked on the southeast side of the gravel road next to the pavilion, and all tires of trailers must be chocked for safety purposes. **Due to space constraints, each vendor will only be permitted one parking space.** Should you require an additional parking space, you may request a secondary parking permit from Chamber Central which will be reviewed on a first-come, first-served basis. Please take note of parking signage outside of the park area as the Chamber will not be liable for any vendor that is ticketed or towed. **Vehicles will not be allowed on show grounds during craft fair hours for any reason.** **All** vehicles must be removed from the craft fair exhibit areas by 9:00am on Saturday morning.

DO NOT PARK YOUR VEHICLE ON DYCKMAN AVENUE UNDER ANY CIRCUMSTANCES - THIS IS A TRAFFIC VIOLATION THAT WILL BE TICKETED BY THE CITY OF SOUTH HAVEN POLICE DEPARTMENT.

Please note that camping is prohibited in streets, public parks and parking lots in South Haven. **THERE IS NO CAMPING ALLOWED IN STANLEY JOHNSTON PARK!**

SECURITY

Security will be provided beginning Friday evening at 8:00pm through 6:00am Saturday, and Saturday evening 9:00pm through 9:00am Sunday. The South Haven Area Chamber of Commerce and the City of South Haven will be held harmless from any loss, theft, damage, or defacement of any vehicle or property displayed or used in display of any exhibit, no matter how it may have been caused.

MAINTAINING THE CLEANLINESS OF OUR PARK

Please help us to keep the park clean! A large dumpster is located near Park Avenue by the small maintenance/storage shed. All vendors are responsible for taking care of the trash that accumulates in and around their booth. **VENDORS WHO NEGLECT TO TAKE CARE OF THEIR TRASH WILL NOT BE ADMITTED TO FUTURE SHOWS.** For your convenience and to assist you with this requirement, a trash bag is included in the packet you received during check-in at Chamber Central.

FORFEITURES

Vendors who do not check-in by 8am on the Saturday morning of the show will be considered a no-show and will forfeit their assigned booth(s) and all monies paid. **REFUNDS WILL NOT BE MADE; NO EXCEPTIONS. IN THE EVENT OF INCLEMENT WEATHER, THE SHOW GOES ON,** however, please protect your own safety and consider shelter under the pavilion. If the show is cancelled due to weather or other conditions beyond our control, refunds will not be made nor fees applied to future shows. Cancellation of the show is at the sole discretion of the South Haven Area Chamber of Commerce and such decision will be final.

FRIENDLY REMINDERS

The City of South Haven works hard to maintain Stanley Johnston Park in beautiful condition; we request that you respect the hard work of our City staff and volunteers in maintaining this area. Please do not spin your tires, drive on the basketball court or drive over trees in the park. **ALL VENDORS SHOULD BE PREPARED FOR UNEVEN GROUND.** Vendors should also ensure that their booth is weighted and secured appropriately and where necessary turn-in dog stakes should be used as a means of protecting the underground sprinkler system. Vendors located in the garden are advised to use extra caution when securing booths/tents; weights are required in this area for the purpose of securing your tent.

We encourage that you complete your Craft Fair Pre-Approval Application for next year's show. **Pre-approval applications will only be accepted through 6:00pm on Sunday!** By completing the application by this deadline you can secure your booth spot for next year or request consideration for an alternate booth location. Please note, if you do not complete the pre-approval process you may lose your booth space for 2018!

We look forward to working with you to make your South Haven Area Chamber of Commerce craft fair experience a wonderful weekend to remember. If you have any questions about our expectations regarding your participation please stop by the Chamber Central Booth during regular craft fair hours or call us prior to the show at 269-637-5171.

THANK YOU!