

35th Annual Blueberry Festival Craft Fair

Saturday, August 8, 2020 from 10:00am to 5:00pm
Sunday, August 9, 2020 from 10:00am to 4:00pm

44th Annual All Crafts Fair

Saturday, September 5, 2020 from 10:00am to 5:00pm
Sunday, September 6, 2020 from 10:00am to 4:00pm

Welcome to the South Haven Area Chamber of Commerce (SHACC) 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 and/or future craft fairs promoted by the SHACC.**

- Buy/Sell or re-sale items are **strictly** prohibited.
- You may only sell the items included in your application and approved by the jury committee.
- No vehicles will be permitted in the show area during open show hours and should be removed from the area by 9am.
- You are responsible for securing appropriate permits or licenses to use copyright protected images such as school team or sports logos, brand names, licensed characters, etc. Vendors are required to maintain appropriate permits and produce upon request.
- 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 food vendors to submit license documentation and ensure labeling compliance prior to the show.

CHECK-IN

All vendors are required to check-in at the Chamber Booth by the garden prior to set-up. Check-in will be Friday **after 2pm** and before 7pm, and Saturday from 6-8am. Food vendor setup is Friday from 12-2pm. During that time, only food trucks and trailers will be allowed in the park. SHACC staffs a booth to handle vendor and guest questions and concerns. Please be courteous to our volunteers, and know that we take 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

Tents should be secured with weights to protect the underground sprinkler system. If you need to stake something, please notify the staff so we can ensure you are in an area free of underground sprinkling. 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 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 9am. By this time, **you should be fully set-up and prepared with picture identification (i.e. driver's license, passport, etc) for authentication.** An authenticator will validate that you are the crafter, and that your booth contents match your jury-approved application. They will ask that you remove any items not approved as part of your application. Please note, "discount", "sale" or any such promotional mark-down or discount signage is strictly prohibited.

TEAR DOWN REQUIREMENTS

Tear down is strictly prohibited prior to 4pm Sunday. We have a busy tear-down window between 4-6pm so please be courteous to fellow crafters. Vendors located on the sidewalk by Dyckman

Avenue are required to tear-down and pack up completely before bringing your vehicle onto the sidewalk. Please load your vehicle and move it as quickly as possible, to allow other vendors access.

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. **Vehicles that do not have an authorized parking permit or that block other vehicles 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 allowed one parking permit. **Parking availability is first-come-first-serve basis and is NOT guaranteed.**

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. **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. You will not be permitted to stay in your tent or your car overnight.

SECURITY

Security will be provided overnight Friday and Saturday. The park will be secured by 7pm, after which time nobody will be allowed back in the park until the following morning. 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, regardless how it may have been caused.

MAINTAINING THE CLEANLINESS OF OUR PARK

Please do NOT place your trash in the cardboard trash receptacles around the park. 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. For your convenience, complimentary trash bags are available at Chamber Central. 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, drive over trees or through ravines in the park.

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. **No refunds will not be made for any reason.** In the event of inclement weather, the show goes on, however, please protect your own safety in severe weather. 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 SHACC and such decision will be final.

PRE-APPROVAL

Pre-approval applications will only be accepted through 5pm on Sunday or by mail within 10 days of show conclusion. 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, booth spaces are assigned first-come-first-serve after the pre-approval period. If you do not complete the pre-approval process you may lose your booth space for 2021!

We look forward to working with you to make your South Haven Area Chamber of Commerce craft fair experience a wonderful weekend to remember. Please feel free to contact us with any questions or concerns (269) 637-5171 or events@SouthHavenMI.com.

THANK YOU!