



SHOW RULES & REGULATIONS

Acceptance of Rules

By signing the Show application form, the applicant agrees to abide by all ACF Show Rules. Non-compliance may mean removal from a show and may jeopardize admittance to future shows.

Show Applications and Fees

The Show fee amount will be determined by the Show Committee prior to the publishing of the Show application. Fee amount may vary depending on available space, host expense, number of booth spaces, etc.

Application Form & Acceptance

Applications are complete once the applicant returns to Show Committee their signed application, the booth fee and any required deposits, and at least 3 photos depicting your product\art\craft, booth display, and you creating your product. Mail to: ACF Show Committee, PO Box 1684, Kalispell, Mt. 59903. The ACF Jury and Show Committee reserve the right to refuse any application based on available space, appropriateness of the items, items not at least 70% handcrafted and other pertinent criteria. Only items produced by the vendor whose name appears on the application may be sold at any ACF show. NO resale items, imports or kits allowed.

Application Deadlines

Applications for the **Summer Show** will be due by the third Wednesday of **April**. Applications for the **Christmas Show** will be due by the third Wednesday in **September**.

Late Fee

Applications received after the DUE DATE will have a **\$25.00 late fee** – no exceptions. Late applications may be placed on a wait list. Booth assignment priority will go to applications received on or before the deadline.

Refund

Vendor applicants will receive a refund of their booth fee if they cancel their registration at least 30 days before the show and their booth space is able to be filled with another Vendor. Refund and cancellation requests after 30 days will be considered only in cases of serious family emergency, illness or death. The Show Committee must be notified as soon as possible if such an emergency arises. To be eligible for a refund, you must complete the written request form and submit it to the Board of Directors for their review.

Applicants who are not accepted into the Show either due to Jury Committee denial or lack of available booth space, will have their booth fee returned.

Jury Criteria

All products to be sold or displayed at ACF Shows must be approved by the Jury Committee. The Jury Committee will accept handcrafted items that are at least 70% changed from their original form. No commercially produced items will be accepted. Only products created by the show applicant will be permitted.

Booth Assignments

Booth space at the ACF Shows will be assigned by the Show Committee. Vendors may make special requests and the Show Committee will try to accommodate these requests, as circumstances allow.

Multiple Booths

Assignment of multiple or adjoining booths will be on space available basis at the discretion of the Show Committee.

Shared Booths

Any applying vendor, whether member or non-, may elect to share a booth space with 1 other applying vendor. Both vendors must complete their own Show application and submit their items for jurying.

Dress Code & Name Tags

All vendors will dress appropriately for a family-friendly event. Wearing of dirty clothing or inappropriate clothing logos will not be permitted. Members are required to wear nametags at all ACF-hosted Shows and events.

Show Hours

Set-Up

Set up times will be listed on the welcome letters and show maps. Booths are to be completely set up before the first day of the show, at least 1 hour before the scheduled opening time. No display items or merchandise may be brought in before the scheduled set up times, unless otherwise authorized by Show Committee.

Show Hours

Show hours are listed on the show maps. Vendors must be available in their booths at least 1 hour before show opening time on the first day of the show and at least 30 minutes before opening time on the other days of the show. Booths must be attended at all times and remain open during all show hours.

Teardown

No early teardowns will be permitted. In the event of a personal or family emergency, illness, inclement weather, or other legitimate reason, vendors MUST notify Show Committee of their desire to leave or teardown early. Additionally, Show Committee will notify all vendors of early show closures, if such an instance occurs. Emergency phone numbers must be provided by all participating vendors for notification purposes.

Smoking/Alcohol/Animals

There shall be no smoking or drinking alcohol by any vendor within show boundaries. No animals belonging to show vendors are allowed within the show boundaries unless they are service dogs and are properly attired as such.

Booth and Display

Booth Design

Tables must have covers that come to within **2 inches** the floor. Only 2 people directly involved in selling may be in each booth. Booth area must be kept well organized and free of litter. Supplies, coolers, storage tubs, boxes and other similar items are to be kept out of sight. Displays must be in stable condition for public safety and to prevent accidents. Vendors are liable for booths and contents regardless of a potential accident's cause. A customer does not pay for damage unless it was deliberate. No children are allowed in or around the booth unless they are of sufficient age to participate as one of the two sellers (minimum 15 years old).

Products & Displays

Merchandise must be priced. Placing sold items in a bag is encouraged. Any display, including lights, decorations, and merchandise not against the wall may not exceed 7 feet in height. Indoor show displays placed against the wall may be 8 feet in height. All items, (including lights, decorations, chairs, merchandise, etc.) must be kept within allotted booth space. Use of canopies and/or canopy frames must be approved by the Show Committee in advance of set-up times. Generators are not permitted unless specifically authorized by Show Committee.

You are responsible to follow all applicable State and Federal Regulations for your product.

Vendors selling **food products** must be in compliance with the Montana DPHHS and provide to ACF Show Committee a copy of

their Cottage Food License/Certificate, Food Manufacturing License, or Retail Small Food License, as appropriate, proof of liability insurance, and must maintain adequate labeling and packaging as per MCA 50-50-101-403.

Vendors selling **bath & body products** must follow all pertinent labeling laws and regulations and provide Show Committee proof of liability insurance.

ACF's Insurance

ACF's insurance covers liability for customer accidents during the show. It does NOT cover damages to your products. ACF recommends that each vendor considering purchasing their own product liability coverage. Vendors selling food products or cosmetics products must provide proof of liability insurance and have ACF listed as "additionally insured". ACF reserves the right to specify the acceptable liability limits.

Food Trucks

Food Trucks/Food Vendors are individually solicited by the Show Committee for the purpose of providing on-site food services. Food Trucks must submit a completed "Food Vendor's Application for Show", and comply with all Flathead County health codes and regulations, and must provide a copy of their Health Department Food Service ~~selling~~ License to the Show Committee. Food Truck Vendors must also provide Show Committee with proof of liability insurance with ACF listed as "additionally insured".

*This rule does not apply to vendors who sell pre-packaged food products. Please see the 'Products and Displays' Rule

Door Prizes

ACF may choose to offer door prizes at any of the organization's Shows. Door prizes will consist of voluntary donations by participating vendors. This donation is non-tax deductible and no receipt will be given for donations. ACF members and their immediate families are not eligible to win any prize given at ACF shows.

Security

Event buildings will be locked during non-show/non-setup hours. It is suggested that all merchandise be covered during non-show hours to discourage handling/theft. ACF may provide security at its discretion for outdoor events.

Parking

Vendors must provide license plate numbers, make, and color of vehicles. Immediately after unloading, vehicles must be moved to designated vendor parking areas on the parking map.

Problems

It is expected that all vendors will be courteous and thoughtful to the public and other vendors at all times. Any problems, concerns or complaints arising during the show should be taken immediately to a Show Committee member.

Suggestions

The Show Committee is continually open to suggestions and ideas. A **suggestion and comment form** will be provided to all participants before closing of each show for your input.

Amendments to Show Rules

Amendments to the Show Rules & Regulations can be done by a 2/3 majority vote by the general membership or at the discretion of Show Committee.