

Artists and Craftsmen of the Flathead (ACF)  
Rules and Regulations  
Guest participant Voice mail 406-881-4288

**APPLICATION FORM:** Applicants must return a show application form, 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.

**SET-UP\SHOW HOURS:** Booths are to be completely set up on the first day of the show at least 1 hour before scheduled opening time. *Vendors must be available at their booth 1 hour before scheduled opening time on the first day of the show, and 1\2 hour before opening time on the other days of the show.* Booths must be attended at all times and remain open during all show hours. **No early take down- Fri, Sat. or Sun. Teardown time is the ending time on the last day of the show. (Absolutely no early teardowns).**

**BOOTHS:** **Tables must have covers that come to WITHIN 2 INCHES of 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 similar items are to be kept out of sight. Displays must be in stable condition to prevent accidents. Vendors are liable for booths and contents regardless of a potential accidents cause. A customer does not pay for damages 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.

**DISPLAY REGULATIONS:** Display must be in stable condition for public safety. 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.*

**STATE/FEDERAL REGULATIONS:** You are responsible to follow all applicable State and Federal Regulations for your product.

**INSURANCE:** ACF's insurance covers liability for customer accidents during the show. It does NOT cover damages to your products. If you would like to have product liability coverage it is your responsibility to apply and purchase.

**SECURITY:** For indoor shows, building will be locked during non-show\non set-up hours. Outdoor shows will have paid security during non-show\on set-up hours.

**SMOKING\ALCOHOL:** There shall be no smoking or drinking alcohol by any vendor within show boundaries.

**ANIMALS:** No animals belonging to show vendors are allowed within show boundaries, unless they are Service dogs and are properly attired as such.

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

**ACCEPTANCE OF SHOW RULES:** By signing the Show application form, the applicant agrees to abide by all ACF Show Rules. Noncompliance may mean removal from a show and may jeopardize admittance\placement in future shows.

**REFUNDS:** Refund and cancellation requests after 30 will only be considered in cases of serious family emergencies, illness, or death. Vendor must notify show committee as soon as possible. To be eligible for a refund, a written request must be sent to the Board.

**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.