



## Vendor Information

2023 Spring into Summer Craft & Vendor Show –  
Sunday, June 4<sup>th</sup> from 10am-2pm

All vendors that participate in the Spring into Summer Craft & Vendor Show at The Venue at Liberty Valley must agree to abide by the following:

1. All registration fees are non-refundable.
2. Event will be held rain or shine (both indoors & outdoors) however may be canceled due to extreme weather and or other actions that may endanger any participants/vendors.
3. All vendors/spaces are selected and assigned on a first come-first serve basis.
4. The Venue at Liberty Valley has priority in selecting a space location for each vendor.
5. Each vendor space 10' x 4'
6. 1 8ft rectangle table and 2 chairs will be provided for each vendor space. (table linens are **NOT** included)
7. Set-up begins at 7am on the day of the event. Please no early birds. Vendors with trailers should arrive by 8am.
8. **No** rolling/pushing/pulling/sliding anything on our floors; damage fees will be charged and paid for by the vendor(s) responsible. Each vendor is responsible for transportation of own craft items to designated spot.
9. **No** staples, tacks, tape, confetti, rice, water beads and or glitter may be used to decorate.
10. **No** hanging of décor, lights ect. From ceiling, curtains or walls.
11. Electricity: limited booths with access to outlets are available and will be assigned first come-first basis. It is completely up to each vendor to notify The Venue at Liberty Valley on application, prior to event, if electricity is needed. Vendors must supply their own extension cord.

12. All vendors must be completely set up by 10am.
13. Vendors should unload and park personal vehicles in designated vendor-parking area **prior** to setting up booths.
14. After 10am **no** vendor vehicles will be allowed parked in our blacktopped parking area.
15. Vendor Spaces may not be dismantled prior to 2pm. Early departures may exclude you from future participation.
16. Vendors are responsible for cleaning up their own area. All trash must be deposited in trashcans located throughout the venue. **\*\*Over-sized trash must be removed from venue and disposed of by the vendor.\*\***

Payment:

Once online application is submitted, The Venue at Liberty Valley will review, approve/dismiss and contact each vendor directly via information provided for payment.

Accepted methods of payment include check, cash and or credit card. Vendor spots are not considered reserved until both application and payment are received. The Venue at Liberty Valley reserves the right to lease out vendor space to next vendor if payment is not received within 7 business days of application.