



**Holiday Festival Craft Fair
December 2-3, 2023
Cayuga Community College
Terms & Conditions**

Please Print Clearly

Deadline: October 6, 2023

Please Read, Sign, Make a Copy for your Records, and Return with your Registration

Name _____ Signature _____

1. **Set-up/Break Down:** Crafters will be able to set up on Friday, December 1st from 3:00 - 7:00 pm and on Saturday, December 2nd beginning at 8:00 am. Crafters must register on-site prior to setting up their booth(s). On Sunday, crafters will be allowed in the building at 9:00 am. Crafters are expected to stay open until the event is over at 3pm on Sunday, December 3rd. Breakdown on Sunday is to be completed by 4:30 pm. Failure to be off premises by 5:00 pm may jeopardize future participation.
2. **Staffing:** Exhibitor tables/booths must be staffed at all times.
3. **Exhibitor Responsibility:** Exhibitor will be fully responsible for any loss or damage to their property by theft, fire, or casualty. Exhibitors shall be responsible for any damage which may be incurred to the facilities of Cayuga Community College as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of their employees and/or representatives.
4. **Exhibitor Spaces:** Exhibitor spaces will be assigned on a first-come, first-serve basis. If you have special space needs, please include your request with your Registration Form and we will make every effort to accommodate you. Vendors must ensure that none of their display equipment and/or merchandise extends beyond the space they have booked. *Note: In accordance with SUNY Regulations, no cannabis, CBD or vaping materials are allowed on campus or sold or distributed on campus for later use.*
5. **Payment:** Full payment of the registration fee is due with the submission of this form. This fee will be used to cover advertising and other incidental costs associated with the production of this event. If a vendor wishes to cancel participation in the Craft Fair for any reason, registration fees are refundable until October 6, 2023. Between October 7 and November 1, 2023, vendors would receive a 50% refund of fees paid. Fees are non-refundable starting November 2, 2023.
6. **Electricity:** Electricity will be available on a first-come, first serve basis for an additional fee. Please request this on your Registration Form. Extension cords are not included in the fee and must be provided by the Exhibitor. If you submit payment for a rental item that is no longer available, your booth will be assigned and your check returned with a note indicating the revised amount due. You will have two weeks to remit payment for the reduced amount.
7. **Food & Beverage:** Food trucks will be conveniently located near the entrance to Spartan Hall. There will be no other food/beverage provided by any group or club as part of fundraising/awareness activities without prior approval. This policy does not affect any crafter whose business includes the sale of food or beverage for later consumption. Any crafter who sells food products is responsible to be in compliance with any related regulations (permits, food handling, etc.).
8. **Tables & Chairs:** Each crafter/vendor may furnish their own chairs, tables, and displays. If you wish to rent tables and chairs, they are available to rent on a first come, first serve basis and should be requested on your registration form. If you submit payment for a rental item that is no longer available, your booth will be assigned and your check returned with a note indicating the revised amount due. You will have two weeks to remit payment for the reduced amount.
9. **Weather or Health Mandate:** Cayuga County Community College Foundation is not liable if weather or restrictions or cancellation caused by Public Health Mandates, prevent the Crafter/Vendor from attending, or in the event the campus is closed by local officials. No refunds will be made for weather, accident, health or other causes for non-participation.