

VENDOR GUIDELINES  
RELEASE OF LIABILITY  
MEDIA AND PHOTO RELEASE

**General Vendor Guidelines:**

The facility and the gate will be locked so your items will be secured. You will personally be responsible, however, for any valuables in your booth.

The event is held at the Clay County Fairgrounds; both the Clay County and the MPWC have guidelines/restrictions as follows:

1. Booth(s) assignments - must be adhered to and are non-transferable.
2. Booth(s) must be set up and ready for business no later than 9:30 a.m. on Saturday, November 11, and staffed until the show closes at 4:00 p.m.
3. All Inventory and booth displays must be removed from the Fair property by 6:00 p.m Saturday.
4. Nothing may be affixed, by any means, to buildings, walls or floors.
5. Vendors and their exhibits are not allowed to block the walkways in any manner.
6. Vendor exhibits must be confined to the vendors' assigned booth space. All merchandise/overstock, display(s) equipment and chairs must fit within the marked space of the assigned area. No storage area will be supplied. Please plan accordingly.
7. No ELECTRICAL equipment, extension cords (and their floor safety covers) within the vendors area will be furnished.
8. Vendors' sales area must always be clean and free of debris. Dumpsters/trash cans are provided in select locations.
9. No tents, canopies, air supported structures or enclosures (walls) are allowed.
10. No open flames, or generators.
11. Pets and helium balloons are not permitted in the venue.
12. All transactions between the Vendor and customer are the responsibility of the Vendor. Vendors must have their own change funds. The customer has the right to request and receive a receipt.
13. All vendors are responsible for paying their own sales tax or determining their sales tax obligations. The collection and remittance of Florida Sales Tax is the responsibility of each exhibitor. Sales tax questions should be directed to the Florida Department of Revenue, 386-418-4444.
14. Misuse/abuse of MPWC volunteers, the Fair Grounds staff, or fellow vendors/exhibitors will be grounds for immediate dismissal and forfeiture of all fees paid.
15. FAILURE TO FOLLOW ANY OF THE ABOVE RULES/REGULATIONS WILL RESULT IN DISMISSAL AND WILL FORFEIT FUTURE PARTICIPATION AND FORFEITURE OF ALL FEES PAID.

**Release of Liability**

I release the Magnolia Point Women's Club, Clay County, FL, and any agent, representative, employee or volunteer from any liability on myself of my merchandise while participating in this Arts and Crafts Fair.

**Media Release**

I authorize the use of any images or print media for Fair publicity or documentation.