

# WARM GLOW CANDLE COMPANY

2131 N Centerville Rd ~ Centerville, IN 47330

## 2023 Rules & Regulations

***Rain or Shine Saturday, September, 23<sup>rd</sup> 9am-7pm and Sunday, September, 24<sup>th</sup> 9am-6pm***

Looking for 70 vendors. No garage sale items! ~ **No candle sales!** ~ Antique/primitive/vintage items are accepted.

**PHOTOS OF ALL PRODUCTS TO BE SOLD AT YOUR BOOTH MUST BE SUBMITTED TO WARM GLOW FOR APPROVAL. EMAIL PHOTOS TO [SALES@WARMGLOW.COM](mailto:SALES@WARMGLOW.COM) ONCE YOUR ITEMS HAVE BEEN APPROVED; WE WILL EMAIL YOU AN INVOICE THAT YOU CAN PAY THROUGH OUR SECURE ONLINE PAYMENT PORTAL. YOUR SPOT WILL NOT BE RESERVED UNTIL YOUR PRODUCT HAS BEEN APPROVED AND SPOT PAID FOR - NO REFUNDS FOR NO-SHOW OR CANCELLATION.**

### Exhibit Space

Registration for booth space will be accepted until Monday, September 18th. Any inquires for booth space after the 18<sup>th</sup> will not be guaranteed a spot. Warm Glow Candle Company reserves the right to assign vendor locations as seen appropriate.

1. **When you arrive to set up, please check in at the Information tent. Ange will give you your assigned booth number when you check in. Ange will be on premise for set up Thursday, Sept 21<sup>st</sup> from Noon – 5:00p.m. / Friday Sept. 22<sup>nd</sup> from 10:00 a.m. – 7:00 p.m. If you can not set up during these times, please contact Ange to make other arrangements and to acquire your assigned spot.** Please indicate time/date you plan to set up on your application. Security will be provided on premise overnight Friday/Saturday and during event Saturday/Sunday.
2. *We will do our best to accommodate request to remain in the same booth placement as previous years, however, we will not guarantee you will have the same location. If you need to be set up next to another vendor you must specify on application & it must be approved by Warm Glow.* Changes to booth location after you received your booth number is **NOT** permitted, unless approved by the Warm Glow office.
3. **All vendors MUST be checked in and set up, product in booth, ready to sell by 8:00 am Saturday morning. You will not be able to park your car/trailer/truck next to your booth to unload after 8:00 Saturday morning. All vehicles must be removed from vendor area before sale begins on Saturday morning. NO VENDOR PARKING PERMITTED AT BOOTH SITE OR ON BLACKTOP PARKING LOT** Parking areas are available in the field and trolleys can bring you back to the sales area.
4. **Electric, Water and Internet service WILL NOT be provided. If you need to run credit cards you will need to provide your own data.**

### Vendor Guidelines

1. Not Permitted for sale at the Warm Glow Fall Festival: Up to and including the following items are prohibited under all circumstances: Political items, firearms, weapons, counterfeit items, drug paraphernalia, fireworks, obscene and/or pornographic materials, open/unauthorized alcoholic beverages, and items not approved by the Warm Glow Candle Company, or the local and/or state Health Department, or other legal authority.
2. Vendors may not sell potentially hazardous food items, or food items that do not align with the Health Department standards. Vendors are responsible for and shall fully comply with all applicable laws, regulations and ordinances pertaining to their products, and shall be responsible for and obtain all necessary licenses, insurance, permits and inspections, including sales tax if applicable at the Warm Glow Fall Festival.
3. Vendors are responsible for their own displays, including tables, chairs, tents/canopies, weather protection, etc. A pop up canopy/tent is required at each booth. Vendors must be responsible for keeping their space clean.
4. Vendors display at their own risk. The Warm Glow Candle Company and the owners are not responsible for any theft, damage or accident occurring during the festival or resulting therefrom.
5. **Spot will not be reserved until Warm Glow has approved product and full payment received** All checks, payable to Warm Glow Candle Company are subject to deposit upon receipt. Checks may be mailed to: **Warm Glow Candle Company, Attn: Fall Festival, PO Box 127, Centerville, IN 47330** or **payment can be made online.** Applications can be found online at **[www.warmglow.com](http://www.warmglow.com)** Completed applications and photos of products can be emailed to [sales@warmglow.com](mailto:sales@warmglow.com) If you do not have access to email, please contact Ange at 765-855-5483
6. No vendor vehicles will be permitted at booth or in booth areas until the close of Fall Festival on Sunday after 6:00 pm. At this time the temporary North Access road will be closed to incoming and outgoing guests and Vendors will have access to booth areas through temporary North Access Road. All Vendors are responsible for cleanup of their space. Do not leave any items or trash behind.
7. Rough, menacing, vulgar, profane, or abusive language and/or harassment will not be tolerated.

**Have any questions or concerns please contact Ange at [sales@warmglow.com](mailto:sales@warmglow.com) or 765-855-5483.**