

# 2019 Rules & Regulations

Fall Festival at Warm Glow Candle Company 2131 N. Centerville Road, Centerville, IN 47330

**Rain or Shine Saturday, September, 28<sup>th</sup> 9am-7pm and Sunday, September, 29<sup>th</sup> 9am-5pm**

**DUE TO PAST EXPERIENCES WARM GLOW CANDLE COMPANY WILL BE ENFORCING ALL RULES AND REGULATIONS**

**Looking for 150+ vendors.**

No garage sale items! ~ No candle sales! ~ Antique/primitive/vintage items are accepted.

*Items MUST be described in application and approved.*

**A Tent/Pop-up Canopy is required at each booth.**

**Vendor booth must fit within the dimensions of the designated space and include all tie-outs, poles, tables, etc...**

**All supplies are to be provided by the vendor and must be securely set up within designated space.**

**Warm Glow will NOT be able to provide assistance in setting up booths as all employees will be preparing for the festival.**

## **Exhibit Space**

1. Registration for booth space will be accepted until Monday, September 23rd. Any inquires for booth space after the 23rd will not be guaranteed a spot. Warm Glow Candle Company reserves the right to assign vendor locations as seen appropriate.
2. Set up for all vendors will begin Thursday September 26<sup>th</sup> at noon. You will be given your assigned booth number when you check-in. Vendors that complete set up by 7:00 p.m. Friday, September 27<sup>th</sup> will receive a \$10.00 Warm Glow Gift card. To qualify you must have the staff member on duty from Warm Glow verify that booth is set up, complete with product, and ready to sell by 7:00 p.m. Friday. Please indicate time and date you plan to set up on your application. Security will be provided overnight Thursday – Saturday and during event Saturday and Sunday
3. *We are expanding our Fall Festival event this year. 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***
4. Changes to booth location after you received your booth number is **NOT** permitted, unless approved by the Warm Glow office.
5. **All vendors MUST be checked in and set up, product in booth, ready to sell by 8:00 am Saturday morning.**
6. No refunds for no-show or cancellation.
7. **Electric and Internet service WILL NOT be provided. If you need electric you must bring a generator. 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: 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. Full payment must accompany a completed application - no partial payment permitted. All checks are subject to deposit upon receipt. Make checks payable to: Warm Glow Candle Company. Registration can be completed online at [www.warmglow.com](http://www.warmglow.com) or can be sent to: **Warm Glow Candle Company, Attn: Fall Festival, PO Box 127, Centerville, IN 47330**
6. Tear down must be complete by the end of the Fall Festival on Sunday. 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 the Marketing Director at [marketing@warmglow.com](mailto:marketing@warmglow.com) or 765-855-5483.