



SPRING CRAFT & VENDOR FAIR

A wide variety of wonderful hand crafted and specialty novelty items just in time for the holidays

**EVENT
DETAILS**

**MARCH 7
9 AM - 3 PM**

**All Exhibitor Applications
will be accepted starting January 16**

Vendor Registration Deadline:
February 18th

*Registration available online or in-person at
the Overland Community Center
(9225 Lackland Rd)*



**For more information, call 314-428-0490
or email ParksAndRec@overlandmo.org**

CITY OF OVERLAND SPRING CRAFT & VENDOR FAIR

VENDOR TERMS AND CONDITIONS

1. **Setup/ Breakdown:** All Vendors must be set up and ready to sell by 9:00 am the day of the Craft Fair. Set up times will be Friday, the day before the event date between 4:00 pm and 6:00 pm and the day of the event from 7:15-9:00 am. Vendors may start the breakdown and cleaning of their area at 2:00 pm, and must be completed and out of the building by no later than 5:00 pm. We ask that all vendors please stay until the end of the Craft Fair. ****Before leaving, be sure your area is clean and trash-free.**
2. **Exhibitor Items:** The City of Overland reserves the right to have items removed that are considered inappropriate. All exhibitors must sell physical, handmade, or craft-related items at their table(s). The sale or promotion of services (such as medical, dental, chiropractic, financial, or similar services) is not permitted, even if packaged with a product or giveaway item. **Items prohibited: the re-sale of store-bought items, food/beverages, items that are lit on fire while on display, helium balloons, and any items referencing suggestive material.**
3. **Vendor Space:** Spaces will be assigned. Placement, flow and competition will be taken into consideration to provide best experience for Fair attendees. If you have special space needs, please include your request with your application and we will do our best to accommodate. Vendors must ensure that none of their display equipment extends beyond the table space they have paid for; this includes any display stands, brackets/shelves, signage or additional equipment.
4. **Vendor Responsibility:** Vendors are fully responsible for any loss or damage to his or her property by theft, fire or other casualty. City of Overland disclaims any responsibility for any of the following stated above. Vendors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection when in operation. Each vendor is responsible for the conduct of their employees and/or representatives, and activities that detract from the image or welfare of the Fair. Children accompanying a vendor are to be supervised at all time.
5. **Direct Sales:** One (1) representative from each Company will be allowed. Spaces are reserved on a first come first served basis
6. **Acceptance:** City of Overland reserves the right to decline any application for space if it deems such action to be in the best interest of the Craft Fair.
7. **Payment:** The full payment is due at time of registration. Checks may be made payable to the City of Overland.
8. **Electricity:** Vendors are not charged for the use of electricity but it has to be specified on the application when submitted. Electricity is not available in all areas and outlets are NOT guaranteed. Vendors are responsible for bringing in their own extension cord in order to access the outlets.
9. **Tables/Chairs:** City of Overland is responsible for providing tables and chairs for Vendors based on what is paid for on the registration by the Vendor. Personal tables are not allowed inside the event & vendors cannot be grouped to receive discounts.
10. **Cancellation of Space:** Refunds are available for those who cancel two (2) weeks prior to the event date. If the event is cancelled by the City of Overland, every vendor will be notified and refunded. The City of Overland will make every reasonable effort to reschedule the cancelled event.
11. **Registration Deadline:** Registration must be complete no later than 1 week prior to the fair date. Registration will be taken on a first come first serve basis unit we are full or the registration deadline. Registration can be done in-person at the Overland Community Center (9225 Lackland Rd) **OR** online: secure.rec1.com/MO/overland-mo/catalog. Please contact the Recreation Specialist or Director for any online registration questions 314-428-0490.
12. **Agreement:** I assume responsibility for my own event and agree to relieve the City of Overland its agents, officials, and employees of liability for damages beyond due care; including but not limited to: loss, damage or injures. Exhibitors wishing to insure merchandise must do at their own expenses, including public liability. Aggressively soliciting and gambling are prohibited during the Craft Fair. By my signature below, I agree to abide by the rules, terms & conditions set forth by the Overland Community Center and assume responsibility for installing and handling my exhibit and agree to relieve the City of Overland.