

St. Luke Congregation
2018 Fall Festival Marketplace
Rules & Regulations

Marketplace Dates & Times

Friday, September 7, 2018, 4:00 p.m. – 8 p.m.

Facility

- St. Luke Congregation is located at 18000 W. Greenfield Avenue in Brookfield. Marketplace is held in the lower level Gym Lobby and is handicap accessible.
- Entrance is off of Davidson Road in upper parking lot. Elevator or stairs can be used to get to the lower level.
- **Smoking will NOT be permitted in St. Luke buildings or near doorways.**
- This is an open space. St. Luke Congregation is not responsible for lost, stolen, or damaged merchandise.
- Marketplace will not be cancelled due to weather.
- In conjunction with the Fall Festival, a Friday night Fish Fry will be available for purchase for dinner.

Booth Spaces

- Entrance fee cost is \$30 per space for Friday night. This includes a \$15 non-refundable deposit per space. If exhibitors cancel their participation in the Marketplace before September 1st, fee minus deposit will be returned. After September 1st, no fee will be returned for cancellation.
- One table and a maximum of two folding chairs are provided. No extra tables or chairs will be set up once exhibitors begin arriving.
- Booths with electrical access are limited and must be reserved in advance on the application. Cost is included with the fee. Exhibitors are required to provide their own extension cords.
- Spaces and tables will be assigned on a first come, first served basis.
- Exhibitors will be given their booth assignment at time of set-up.
- Booths must be staffed at all times during the evening of the marketplace. At least one adult (18 or older) listed on the application must be present at all times. We ask that any children in exhibitor's booth be 12 years or older and supervised at all times.
- All exhibitors are expected to keep their space clean and presentable at all times.
- Live animals and burning candles or other potential fire hazards are not allowed in the building.
- Applications will be accepted until Marketplace is full.
- Only one (1) representative from each home based business will be represented. First come, first served.

Merchandise Requirements

- St. Luke Congregation is a Christian facility. We reserve the right to restrict the display and sale of items with symbolism contrary to Christian tradition.
- Exhibitors will not be permitted to sell any food or drink unless their product includes food items and they have a license to distribute and sell such product.
- Exhibitors will only be allowed to display and sell items in the categories selected on the application. Exhibitors will be asked to remove any crafts not listed on the application.

Set Up

- Set up is scheduled from 3-4 p.m. on the Friday of the event. St. Luke Congregation is not responsible for lost, stolen or damaged merchandise.
- Exhibitors will be expected to be completely set up and ready to sell the moment the marketplace opens.
- Youth and adult volunteers will be available to help exhibitors unload their vehicles and transport items to assigned booth space. Volunteers will not be allowed to help set up booths.
- Tables must be covered.
- No nails, staples, tape, etc. may be used on the floor or walls.
- Exhibitors are responsible for providing all supplies required in setting up their booth space except for table and chairs if specified on the application.
- Exhibitors may not pass their booth onto another exhibitor if they are unable to attend.

Tear Down

- Tear down is scheduled from 8-9 p.m. on Friday after the event.
- Absolutely no early tear downs will be allowed.
- Exhibitors are responsible for tearing down their own booth space. Exhibitors will be allowed to move their vehicles closer to the entrance for loading only after items are packed up and ready to move. Youth and adult volunteers will be available to help transport items to vehicles at that time.
- Booth space must be clean of any debris prior to departure.

Miscellaneous Regulations

- St. Luke Congregation reserves the right to deny any application.
- Exhibitors consent to the use of their likeness in photographs for publicity purposes without further permission, unless they submit any objections or limitations to St. Luke Congregation in writing along with the application.
- Exhibitors must sign the Adult Hold Harmless/Indemnity Agreement and return it along with their application.
- Most of our communication will be done by email. If exhibitor does not provide an email address on the application, they must return a self-addressed stamped envelope along with their application.

Please contact the St. Luke Marketplace Coordinator with any questions about these guidelines.

Contact Information:

Diane Beltran
St. Luke Fall Festival Marketplace Coordinator
philanddiane@hotmail.com
262-792-0629

Failure to comply with these rules and regulations may result in expulsion from the marketplace, or denial of application in subsequent years.