

# Fair Rules

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## Vendors

### 1. Tables

- a. Tables are 8' x 2'.
- b. Tables are \$25 each.
- c. Booths are big enough for 3 6' x 2' tables which are included
- d. You may request electrical access, but it is not guaranteed. Make sure to bring your own, labeled, extension cords.
- e. Bring your own tablecloths

### 2. Payment

- a. Payment is due when you register for the fair.

### 3. Communication is via Email

- a. We only use email to send confirmations and changes.

### 4. How to Reserve Tables

- a. Email [adoptions@jraar.org](mailto:adoptions@jraar.org) for an application.
- b. Events staff can approve or deny any registration for any reason.
- c. Once your registration is approved, you will be sent a link to purchase table tickets electronically or pay with check or money order via snail mail. The mailing address is 736 Arthur Street, Menasha WI 54952.
- d. Your table will not be reserved until the tickets are purchased.

### 5. Cancellation and Transfer Policy

- a. Tables may not be cancelled on short notice (2 weeks). Tables cancelled over two weeks in advance of the event will receive a full refund.
- b. If you register for a table, you are responsible for paying for it, whether you can make the fair or not. You are solely responsible for paying for your table(s).
- c. Tables are first come first serve, please pay for your tickets before they sell out.
- d. You may not transfer a reservation to another party.

### 6. Room Layout

- a. The room layout changes from fair to fair.
- b. Do not assume you will get the same table as last time.
- c. We try to accommodate requests for electrical outlets, but cannot guarantee them.

### 7. General Rules

- a. Day Before Move-in is between 5:00 PM and 9:00 PM
- b. Day of Move-in is between 8:00 AM and 10:30 AM only. Please have all your items in the room BY 10:30 AM. After 10:30 AM, attendees begin to line up and safety becomes an issue.
- c. Prior to 11:00 AM, only vendors and JRAAR staff may enter the swap rooms.
- d. Please encourage your pre-paid sales to come at noon for pickup and to pay an admission. This is fair to everyone.
- e. No personal sales or trades of any kind will be allowed on Fair premises without prior approval of an Events Chairperson.
- f. Limit of one vendor allowed per registration.

- g. Additional helpers may enter the room early to help you set up, but must pay General Admission. Exceptions are made for young children of vendors.
  - h. JRAAR reserves the right to remove anyone who is disruptive or who is behaving in an unsafe manner.
  - i. Only items related to the theme of the event may be sold. I.e. crafts at a Craft Fair, fish at a Fish Fair etc. No exceptions without express permission from an Event Chairperson.
  - j. Vendor is responsible for collecting any sales tax that may be due.
- 8. Live Animal Sales (Where Applicable)**
- a. Live animals must be raised by the vendor and the vendor only. No imported animals will be allowed with the exception of fish imported ethically.
  - b. Species prohibited or illegal in Wisconsin may not be sold.
  - c. No sales of turtles with a carapace length under 4 inches allowed.
  - d. Artificially dyed or tattooed fish or other organisms will not be sold.

*All persons attending this event do so at their own risk. Neither JRAAR, it's Officers, Board Members, Sabre Lanes, nor any other persons connected with this event assume any responsibility or liability for any loss, damage or injury incurred in attending this event.*