

# Rules and Regulations

## NCAA Christmas Arts & Crafts Market, 2017

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1. Exhibitor areas are **6 ft w x 2½ ft d**, with the exception of stall No. 13 which is 10 ft w x 3 ft d; stall No. 18 which is 5 ft w x 2½ ft d; and stalls 20, 29, & 38 which are 4 ft w x 2 ft d.

*Electrical outlets are available along the perimeter walls at/near stalls 9, 12, 13, 14, 15, 16, 17, 18, and 19. Power strips/cords will not be provided.*

NCAA will set up its grids (display panels) in the center of the room. If you need grids, please select a booth from the center (Nos. 20 thru 46). If not, please select a booth from the perimeter (Nos. 1-19). Booths are assigned on a first come/first serve basis. *(See floor plan on application)*



2. All work must be original and handmade. No resale items!
3. Each artist is responsible for setting up and taking down his/her own booth. Tables and/or other display units are allowed but must fit **horizontally** within the designated space. Perpendicular table setups that extend beyond the exhibitor's space are not allowed. You may reserve more than one space, if needed. Fees per space apply. *(Booth fees listed on invitation)*  
  
Tables are available, if needed (size 6' x 30"). One 5' table is available for stall No. 18, if needed. There are only 4 tables size 4' x 30" available, if needed.  
Tablecloths are *not* provided.  
Grid hangers/hooks *are* available, if needed.  
Booth decorating should complement your products. Christmas decorations are optional.
4. Each artist is expected to bring finger food and work 2 or 3 hours over the weekend as a greeter (welcome guests) or floater (assist event staff, as needed).
5. Items must be marked clearly in **whole dollars**, no cents please. Also, have your **booth number** on the price ticket.
6. Exhibitors may handle their own sales transactions, **if desired**. Items may also be paid for at the main checkout table if a vendor is not present, or not set up to handle credit card transactions, or does not wish to handle their own sales. **Cash, check, and credit card payments are accepted**. Cashiers at the main checkout table will use a three-part receipt. One for the artist, one for the purchaser, and the third part is a sales record for NCAA.

If you handle your own sales, please inform the person(s) at the checkout table of your total sales at the close of each day so it can be reflected in the total sales for this event.

NCAA does not receive a commission. Exhibitors keep 100% of their sales. Monies collected at the main checkout table will be distributed by check to each exhibitor within 2 weeks after the Market ends. A Sales Tax form may accompany these checks.

7. On the last day of the Market, please do not take down your exhibit before 4:00pm. Please leave your area as you found it.

***Thank you and enjoy the Market!***