



O'FALLON STATION CRAFT FAIR RULES

General Rules:

- Event hours are from 12pm-4pm
- O'Fallon Station is a smoke free environment.
- No direct sales or multi-level marketing businesses will be allowed in the event. This event is for vendors that make and sell crafts.
- You are not considered a vendor and booth space is not reserved until your application and fees have been received and paid.
- Vendors are responsible for their own tents, tables and chairs or display items for their booth. All display items must fit within the assigned booth space. Indoor = 8'x8' or 12'x4' Outdoor = 10'x10'.
- This is an indoor and outdoor craft fair. The buildings oversized, glass garage doors will be open weather permitting, and the oversized ceiling fans will be on. There is no air conditioning inside the building.
- Vendors are required to stay the entire length of the craft fair. If you must leave early you must receive permission from the event manager. If permission is given no vehicles can be driven within the Station area during the open hours of the craft fair. You will need have to carry your items out if you must leave early. Emergencies are exceptions and you must contact O'Fallon Station staff in the event of an emergency.
- Packing up your booth space before the event is over is prohibited. This is out of respect of other vendors still selling and the patrons that arrive near the end of the event.
- Allocation of and changes to vendor space will be at the O'Fallon Station staff's discretion.
- Vendors with reserved space should contact O'Fallon Station staff within 48 hours prior to event day if they will be unable to attend. In the event of a no-show of a vendor, that vendor will forfeit their space with no refund of fees.
- All canopy tents must have tent weights with a minimum weight of 25 lbs per tent leg. No staking tents into the concrete or lawn. The O'Fallon Station is not responsible for damage to tents from weather related events.
- Vendors may start setting up 2.5 hours prior to the event. No vehicles can be parked at the vendors booth. We will allow vehicles to park along 1st Street ONLY to quickly unload if you have an indoor booth. Vehicles will be allowed to drive between the building and the booth spaces on the north side of O'Fallon Station ONLY to unload. No parking allowed in that area. All vendor vehicles must be removed from the no parking areas no less than 30 minutes prior to the event opening.
- Absolutely no vehicles are to be driven inside the O'Fallon Station.
- Sharing of vending space shall be on approval of O'Fallon Station staff.
- Vendors must always be courteous to other vendors and to the public. Vendors and their agents, employees and representatives must always maintain a neat and clean personal appearance.
- Vendors are responsible for clean-up of their own debris. Trash, debris and leftover materials will result in a cleaning charge to the vendor. Any such cleaning charge must be paid prior to any future event dates or the vendor will not be allowed to set up and prepaid fees will be forfeited.
- This is a rain or shine event. The event will carry on regardless of rain or temperatures.

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- In case of severe weather during the event, all vendors will follow the instructions of O'Fallon Station Emergency Plan posted at all exits to the building. Once the city sirens sound the event is over immediately, garage doors to the venue will be closed and all vendors are to take cover in the appropriate locations. A severe weather policy will be emailed to each vendor.
- It is the responsibility of each vendor to follow the laws of the State of Illinois and the St. Clair County Health Department if required of their product.
- It is the vendors responsibility to properly report to the Illinois Department of Revenue.
- The O'Fallon Station reserves the right to refuse participation in the event to any person or group at the sole discretion of the staff, regardless of current or past participation.
- All food products sold shall follow Illinois Department of Public Health (IDPH) and St. Clair County Health Department ordinances.
- The sale of live animals is not permitted.
- The City of O'Fallon is not liable for theft, equipment or product damage or vehicle damage.
- The City of O'Fallon is not liable and assumes no responsibility for any injuries that may occur.
- All pet owners must follow the City of O'Fallon ordinance and dogs must be on a leash at all times. Properly clean up after and dispose of any pet messes.
- There is no reserved vendor parking. Vendors are encouraged to park at the O'Fallon City Hall after unloading. Parking needs to be open for consumers therefore you are encouraged to find parking outside of the O'Fallon Station parking lot.
- Absolutely no political or religious campaigning or advocating will be allowed during the event.
- Violations of these rules and regulations may result in the appropriate O'Fallon Station staff asking the vendor to leave, forfeiting their space and fee for the day.

Booth Regulations and Guidelines:

- Booth Prices & Options:
 - Indoor 8'x8' Booth: \$35 (13 spaces available)
 - Indoor 12'x4' Booth: \$35 (only 2 spaces available)
 - Outdoor 10'x10' Booth: \$30 (21 spaces available)
- For everyone's safety it is **mandatory** that all tents are weighted on all four legs to withstand high winds and gusts. In the event of sustained high winds tents may be taken down for safety but you may not pack up your booth until the event is over.
- Indoor booths do not have air conditioning. The oversized garage doors will be opened and the ceiling fans on.
- Electricity: All outdoor booths have electricity. Electricity is only available in five of the indoor booths: 2 of the 12'x4' spaces and 3 of the 8'x8' spaces. Vendors are not allowed to lay electrical cords in the flow of traffic at any time.
- Vendors may begin arriving and setting at 9:30am. All vehicles must be moved from the premises no later than 11:30am.
- Booths are reserved with prepayment only at the time of application acceptance. Vendor space is organized on a first come first serve basis.
- Once a stall reservation has been made, it is the vendor's responsibility to notify O'Fallon Station staff of any changes.
- Generator use outside is prohibited unless the unit is rated at 60 decibels or less. Subject to change at the discretion of the O'Fallon Station staff if noise levels become too loud. No generators inside the building.
- No tents allowed inside the O'Fallon Station building. Sign stands and divider walls can be used if they are sturdy and anchored with weights, so they don't fall.