

## **Christmas Under the Oaks Exhibitor Rules and Regulations**

1. Due to St. Petersburg College regulations, ALL exhibitors will be required to transport ALL their items from the parking lot – canopies/booth set up equipment/wares/etc.
2. There will be NO staking of any kind. Canopies will need to be secured by other means.
3. The number of exhibitors with like or similar works will be limited.
4. After you receive a confirmation of your acceptance, you will have ten (10) days to submit payment. Failure to do so will result in you forfeiting your booth space.
5. Online or check payments are accepted. You will be provided with instructions on how to pay upon acceptance. A \$35.00 bank fee will be charged on all returned checks. The check amount plus \$35.00 shall be thereafter payable with a money order or cashier's check to secure your acceptance.
6. Should you display any items in your booth different from the items stated in your application which were not approved during the application process, you may be requested to remove such items or be subject to expulsion from the event and no refund shall be given.
7. Booth size is 12'x12'. Exhibitors must provide their own tables, chairs, tents/canopies, display hardware, etc. It is recommended that your tent/canopy/display be strong enough to withstand harsh weather. Using weights during the show to secure your tent/canopy is recommended. NO staking may be permitted on any space. All of your items, including chairs and tables, must fit within your booth space. You cannot expand beyond the booth space you have paid for.
8. If you require electricity, quiet generators are recommended and permitted, so long as they do not disturb other exhibitors.
9. If your space is not set up by 8:00 a.m. you will be considered a No Show and your booth will be given away without refund.
10. Breakdown is not permitted to start until 4:00 p.m. and must be completed by 6:00 p.m. All exhibitors must be vacated from the campus by 6:00 p.m.
11. You will be responsible for researching, collecting and reporting all applicable local and state sales taxes to the appropriate department of revenue. Out of state exhibitors must also adhere to their individual state laws.
12. Due to campus restrictions and insurance liabilities, no alcoholic beverages may be brought into the show grounds.
13. The GFWC North Pinellas Woman's Club Foundation, Inc., St. Petersburg College, their representatives and committees reserve the right, at their sole discretion, to require an exhibitor to withdraw from the show. Exhibitor shall have no recourse nor shall the GFWC North Pinellas Woman's Club Foundation, Inc. be liable in any way for any indirect, direct, consequential, lost profits, or any other damages that may be incurred by the exhibitor.
14. Because the GFWC North Pinellas Woman's Club Christmas Under the Oaks is held outdoors, GFWC NPWC, St. Petersburg College, their representatives and committees cannot be responsible for weather, ground conditions, or other factors beyond our control. Booth spaces will be on grass and may have uneven areas. Rain, wind, and other weather conditions may be present. We will do our best to accommodate all exhibitors and their needs, and we request that exhibitors remain considerate of their customers, fellow exhibitors, and the volunteer staff organizing and running the show.