

## Christmas Under the Oaks Exhibitor Rules and Regulations

Revised February 3, 2026

- **Your saleable merchandise, including display tables and chairs, must be contained within your booth space. We will allow you to place surplus merchandise and transport materials (such as totes and dollies) neatly behind your tent, if all items are fully covered with a tarp and kept within four feet of your assigned booth area. You may not extend into any other booth space. There may be exceptions if you have a corner booth where space is limited.**
- According 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. We do not have volunteers to assist you in getting your goods to and from your booth. You are encouraged to bring additional help and equipment to transport your wares to and from your booth space.** The college does not allow pets (except service dogs) on the campus.
- The number of exhibitors with like or similar works will be limited.
- Due to the closeness of booths, we ask that no music be played. This respects your fellow exhibitors and our guests.
- Special requests for a specific booth will be given to returning exhibitors that apply, are approved, and pay by June 30, 2026. Requests received after that date are based on remaining availability.
- After you receive 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.
- 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.
- 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.
- Booth sizes are 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 stakes are permitted.
- If you require electricity, quiet generators are recommended and permitted, so long as they do not disturb other exhibitors. Please send us the decibels level of the generator you wish to have approved. There is no electricity available at the college for exhibitors to use.
- 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 a refund.
- Breakdown is not permitted to start until 3:00 p.m. and must be completed by 5:30 p.m. All exhibitors must be vacated from the campus by 5:30 p.m. If you break down prior to 3:00 p.m., you risk not being invited back to be an exhibitor in the future.
- You will be responsible for researching, collecting and reporting all applicable local and state sales taxes to the appropriate department of revenue.
- Due to campus restrictions and insurance liabilities, no alcoholic beverages may be brought into the show grounds.

- **Smoking is not permitted on campus grounds.**
- 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 damage that may be incurred by the exhibitor.
- 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.