

# ACF SHOW RULES - 2020



## 1. **Acceptance of Rules**

(Revised 10/18/2017)

By signing the Show application form, the applicant agrees to abide by all ACF Show Rules. Non-compliance may mean removal from a show and may jeopardize admittance to future shows.

## 2. **Show Applications and Fees**

(Revised 10/18/2017)

The Show booth fee amount will be determined by the Show Committee prior to the publishing of the Show application. Fee amount may vary depending on advertising costs, host expense, number of available booth spaces, etc.

### A. **Application Form & Acceptance**

(Revised 11/20/2019)

Applications will not be considered complete until all required parts, including but not limited to signed applications, booth fees, and product photos, are returned to Show Committee.

Mail applications, booth fees and photos to: ACF Show Committee, PO Box 1684, Kalispell, MT 59903

ACF reserves the right to refuse any application based on available space, appropriateness of the items or non-conformity with jury criteria. Only items produced by the vendor whose name appears on the application may be sold at any ACF show. NO resale items, imports or kits allowed. See **Jury Criteria** for more information.

Currently-registered members who have participated in an ACF-hosted show within the past 1 year may submit a show application without re-submitting product photos. However, if you will be selling new items and/or new types of items, you **must** submit photos of the new products with your show application.

### B. **Application Deadlines**

Applications for the **Summer Show** will be due by the third Wednesday of **April**. Applications for the **Christmas Show** will be due by the third Wednesday in **September**.

### C. **Late Fee**

(Revised 7/1/2019)

Applications received after the DUE DATE will have a **\$25.00 late fee** – no exceptions. Late applications may be placed on a wait list. Booth assignment priority will go to applications received on or before the deadline.

### D. **Refund**

(Revised 2/21/2018)

Vendor applicants will receive a refund of their booth fee if they cancel their registration at least 30 days before the show and their booth space is able to be filled with another Vendor. Refund and cancellation requests after 30 days will be considered only in cases of serious family emergency, illness or death. The Show Committee must be notified as soon as possible if such an emergency arises. To be eligible for a refund, you must complete the written request form and submit it to the Board of Directors for their review.

Applicants who are not accepted into the Show either due to Jury Committee denial or lack of available booth space, will have their booth fee returned.

## 3. **Booth Assignments**

(Revised 11/20/2019)

Booth space at the ACF Shows will be assigned by the Show Committee. Vendors may make special requests and the Show Committee will try to accommodate these requests, as circumstances allow.

### A. Multiple Booths

Any applying vendor, whether member or non-, may request multiple booths. Assignment of multiple booths to a single vendor will be on space-available basis at the discretion of the Show Committee.

### B. Shared Single Booth

Any applying vendor, whether member or non-, may elect to share a single booth space with 1 other applying vendor. Both vendors must complete their own Show application and submit their items for jurying. Each vendor will pay half of the booth rate. Should additional discounts apply to either or both vendors, each vendor will pay half the booth rate minus their own applied discount.

### C. Joint Double Booths

Any applying vendor, whether member or non-, may request to have their single booth joined together with 1 other applying vendor's single booth to form a "double booth". These requests will be reviewed by Show Committee and may be permitted as space allows. Both vendors must complete their own Show application and submit their items for jurying. Each vendor will pay their own single booth rate separately. Should additional discounts apply to either or both vendors, each vendor will pay their own single booth rate minus their own applied discount.

### D. Members' Booth Assist/Special Needs

In special circumstances, **Members** may request to "assist" another Member, by sharing a portion of their booth space with them, even if the Member in need of assistance will not be able to attend the Show. Circumstances where this could be considered may include, but are not limited to, financial issues or medical issues. This situation will only be considered on a case-by-case basis by the Show Committee and ACF Board, who will determine if accommodations can or should be made, and must be brought to ACF's attention in advance of the application deadline.

## 4. Jury Criteria

(Revised 11/20/2019)

All products to be sold or displayed at ACF Shows must be approved by at least 3 members of the Show Committee or Board of Directors. ACF reserves the right to exclude any non-member applicant from its show due to lack of space, non-adherence to the below criteria or due to high volume of the same art/craft medium. ACF shall accept handcrafted items created by the applicant based on one or more of the following criteria.

1. Items are handcrafted/handmade by the applicant.
2. Items are significantly changed from their original form. "Significantly" means more than 70% of the item's parts/pieces are handcrafted/handmade or are changed from their original form or from their original intended use by means of handcrafting or upcycling.
3. No commercially produced items will be accepted. i.e. DoTerra, Pampered Chef, Tupperware, Yankee Candles, LuLaRoe, etc. Items must be handmade by the applicant.
4. **Photographers**: ACF acknowledges that your product is your image. The choice of item your image is printed on is yours to make. However, all images must be your own.
5. **Food Products**: You must provide ACF with a copy of your Cottage Food License/Certificate, Food Manufacturing License or Retail Small Food License, as appropriate. Food Product Vendors must comply with the Montana DPHHS\* and adhere to all labeling and packaging regulations as per MCA\* 50-50-101-403. You must also provide to ACF proof of liability insurance with ACF listed as **additional insured**.

6. **Bath & Body or Cosmetics Products:** You must be in compliance with all applicable labeling laws and regulations, including but not limited to 21 U.S.C.\* 321-392 and the FD&C\* Act. You must also provide ACF with proof of liability insurance with ACF listed as **additional insured**.

## 5. **Show Hours**

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### A. **Set-Up**

Set up times will be listed on the welcome letters and show maps. Booths are to be completely set up before the first day of the show, at least 1 hour before the scheduled opening time. No display items or merchandise may be brought in before the scheduled set up times, unless otherwise authorized by Show Committee.

### B. **Show Hours**

Show hours are listed on the show maps. Vendors must be available in their booths at least 1 hour before show opening time on the first day of the show and at least 30 minutes before opening time on the other days of the show. Booths must be attended at all times and remain open during all show hours.

### C. **Teardown**

No early teardowns will be permitted. In the event of a personal or family emergency, illness, inclement weather, or other legitimate reason, vendors MUST notify Show Committee of their desire to leave or teardown early. Additionally, Show Committee will notify all vendors of early show closures, if such an instance occurs.

## 6. **Booth and Display**

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### A. **Booth Design**

Tables must have covers that come to within **2 inches** the floor. Only 2 people directly involved in selling may be in each booth. Booth area must be kept well organized and free of litter. Supplies, coolers, storage tubs, boxes and other similar items are to be kept out of sight. Displays must be in stable condition to prevent accidents. Vendors are liable for booths and contents regardless of a potential accident's cause. A customer does not pay for damage unless it was deliberate.

### B. **Indoor Shows**

**(Revised 11/20/2019)**

All items involved with an indoor booth display, including, but not limited to merchandise, tables, decorations, lights, vendor chairs, personal items, extra inventory, frames, etc., must be kept within your allotted booth boundary.

Height limit for all indoor booths is **8 feet**. Booths assigned along the outer walls of the venue may include the use of a canopy or overhead frame (canvas/cloth top is not permitted indoors). Use of canopy frames or overhead frames **must be approved by Show Committee** in advance of show set-up times. Indoor booths assigned in the center rows of the venue (not along a wall) may include the use of a wire frame or curtain frame, but not an overhead or canopy frame.

Use of generators is not permitted indoors.

### C. **Products & Displays**

Merchandise must be priced. Placing sold items in a bag is encouraged. Displays must be in stable condition for public safety reasons. Any display, including lights, decorations, and merchandise may not exceed 8 feet in height.

You are responsible to follow all applicable State and Federal Regulations for your product.

Vendors selling food products in compliance with the Montana DPHHS Cottage Food Program must provide Show Committee with a copy of their license, proof of liability insurance and must maintain adequate labeling and packaging as per MCA 50-50-101-403.

Vendors selling cosmetic products must follow all pertinent labeling laws and regulations and provide Show Committee proof of liability insurance.

## **D. Children**

**(Revised 8/2/2017)**

No children are allowed in or around the booth unless they are of sufficient age (at least 14 years old) to participate as one of the two sellers.

## **7. Insurance**

ACF's insurance covers liability for customer accidents during the show. It does NOT cover damages to your products. ACF recommends that each vendor considering purchasing their own product liability coverage. Vendors selling food products or cosmetics products must provide proof of liability insurance and have ACF listed as "additionally insured".

## **8. Smoking/Alcohol/Animals**

There shall be no smoking or drinking alcohol by any vendor within show boundaries. No animals belonging to show vendors are allowed within the show boundaries unless they are service dogs and are properly attired as such.

## **9. Door Prizes**

**(Revised 10/18/2017)**

ACF may choose to offer door prizes at any of the organization's Shows. Door prizes will consist of voluntary donations by participating vendors. This donation is non-tax deductible and no receipt will be given for donations. ACF members and their immediate families are not eligible to win any prize given at ACF shows.

## **10. Food Trucks**

Food Trucks/Food Vendors are individually solicited by the Show Committee for the purpose of providing on-site food services. Food Trucks must submit a completed "Food Vendor Application" and comply with all Flathead County health codes and regulations and must provide a copy of their Health Department food selling licenses to the Show Committee.

\*This rule does not apply to vendors who sell pre-packaged food products. Please see the 'Products and Displays' Rule

## **11. Dress Code & Name Tags**

**(Revised 10/18/2017)**

All vendors will dress appropriately for a family-friendly event. Wearing of dirty clothing or inappropriate clothing logos will not be permitted. Members are required to wear nametags at all ACF-hosted Shows and events.

## **12. Security**

Event buildings will be locked during non-show/non-setup hours. It is suggested that all merchandise be covered during non-show hours to discourage handling/theft.

## **13. Parking**

Vendors must provide license plate numbers, make, and color of vehicles. Immediately after unloading, vehicles must be moved to designated vendor parking areas on the parking map.

## **14. Problems & Suggestions**

It is expected that all vendors will be courteous and thoughtful to the public and other vendors at all times. Any problems, concerns or complaints arising during the show should be taken immediately to a Show Committee member.

The Show Committee is continually open to suggestions and ideas. A suggestion form will be provided to all participants before closing of each show for your input.

## **15. Amendments to Show Rules**

Amendments to the Show Rules & Regulations can be done by a 2/3 majority vote or at the discretion of Show Committee.