ARTISTS AND CRAFTSMEN OF THE FLATHEAD



SHOW RULES - 2023

1 - Acceptance of Rules

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. (revised 10/18/17)

ACF reserves the right to ask any vendor to leave ACF-hosted events, at any time, if they are found to be in violation of any written Bylaws, rules, regulations or code of conduct.

2 - Show Applications and Fees

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. (revised 10/18/17)

A - Application Form & Accepatance

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

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

Exact application deadlines will be set each year by Show Committee prior to publishing the show application form. In general, applications for the Summer Show may be due on or around the third Wednesday of April. Applications for the Christmas Show may be due on or around the third Wednesday in September. (revised 1/19/22)

C - Current Booth Fees - 10'x10' "single" booths

Members: Bronze Tier \$150

Silver Tier \$150 Gold Tier \$100 Platinum Tier \$100

Non-Members / Guests: \$200

**veteran members discounts still apply to all 2023 ACF-hosted events. You are responsible for applying your own discounts.

Veteran ACF Members:

5+ consecutive years as a member \$10.00 off booth rate \$15+ consecutive years as a member \$20.00 off booth rate \$20.00 off booth rate \$25.00 off booth rate

Board Chairs: 50% off Members' booth rates

D - Late Fee

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. (revised 7/1/19)

E-Refund

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. (revised 2/21/18)

^{**}participation in fulfilling position responsibilities must be confirmed.

F-Illness During Event

If a vendor starts to feel any symptoms of illness the evening before, DURING THE SHOW or in an evening between show days:

- Vendor MUST STAY HOME
- Vendor MUST contact ACF Show Committee ASAP upon feeling sick and needing to go home or stay home.
- Vendor can send a proxy or assistant to watch booth during the "open" hours of the event. Proxies or assistants MUST be from a different household as the vendor who is feeling ill. Proxies or assistants are welcome to stay for the remainder of the event to facilitate sale of the vendor's items.
- Vendor can make arrangements for an assistant or proxy to come pack up the booth during "closed" hours of the event. No packing up or tearing down of booths will be permitted during show "open" hours.
- Unattended booths can be covered until the end of the event if arrangements for an early teardown during "closed" hours is not possible.

3 - Booth Assignments

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

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 applicant, whether member or non, due to lack of adherence to the below criteria. ACF further reserves the right to exclude any non-member applicant from its show due to lack of space, or due to high volume of the same art/craft medium. ACF shall accept handcrafted items created by the applicant based on the following criteria. (revised 11/20/19 and 1/19/22)

- 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. 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.
- 6. Pre-Packaged Food Products:

Vendors operating under a Food Manufacturing License or Retail Small Food License:

- Must provide ACF with a copy of their current license and kitchen rating and must display your kitchen rating in your booth during ACF-hosted events.
- Must provide ACF with a copy of product liability insurance with ACF listed as additional insured or certificate holder.
- Must comply with all food packaging and labeling requirements as per your license.

Vendors operating under a Cottage Food License:

- Must provide ACF with a copy of their current cottage food license and must display your cottage food license in your booth during ACF-hosted events.
- Must provide ACF with a copy of product liability insurance with ACF listed as additional insured or certificate holder.
- Must comply with all food packaging and labeling requirements as per your license.
- As a reminder, Cottage Food vendors are not permitted to give samples unless they are pre-packaged.

ACF will not accept any vendors who are operating under SB199 – Montana Local Food Choice Act (MLFCA).

5 - Show Hours 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 A - Booth Design

Tables must have covers that come to within 2 inches of the floor on all sides. 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.

Only 2 people directly involved in selling may be in each booth.

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

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.

Use of canopy frames is permitted but must be approved by Show Committee in advance of show set-up times. Canvas/cloth top is not permitted indoors, but canvas/cloths sides are okay. Your use of frame may dictate your booth location within the building.

Use of generators is not permitted indoors. (revised 11/20/2019)

C - Products & Displays

Merchandise must be priced, and the price must be clearly visible to customers. No haggling or bargaining is permitted. If you'd like to offer a sale or discount, the sale must be consistent for all days of the event.

Placing sold items in a bag is encouraged.

Displays must be in stable condition for public safety reasons.

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

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 animals. Consistent with ADA regulations, ACF reserves the right to inquire whether the animal is present because of a disability and what work or task the animal has been trained to perform. Please inform Show Committee in advance of the event start time of your service animal. ACF reserves the right to ask any handler and service animal to leave the building for aggressive or inappropriate behavior.

9 - Door Prizes

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. (revised 10/18/17)

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".

Food Truck vendor must also provide to ACF:

- Copy of current Flathead County Health Department "Retail Food Small" License
- Copy of current Flathead County Health Department inspected kitchen grade/rating
- Copy of Liability Insurance with ACF listed as additional insured or certificate holder.
- Plan to submit a "Concession Agreement" to the Flathead County Fairgrounds and be prepared to pay their required concession percentage (15% of income)

*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

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. (revised 10/18/17)

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 always courteous and thoughtful to the public and other vendors. 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 of a quorum or at the discretion of Show Committee.

2023 ACF-HOSTED EVENTS

SUMMER SHOW (PARTNERED WITH FOOD TRUCK FESTIVAL)	JUNE 23 & 24	Trade Center @ Fairgrounds 2-day - indoor event Application Deadline = 3/31/23
CHRISTMAS SHOW	NOV. 24-26	Trade Center @ Fairgrounds 3-day - indoor event Application Deadline = 8/31/23