

**FALL COLLECTIONS CRAFT FAIR 2022**  
**NOVEMBER 19 – 20, 2022**  
**RULES AND REGULATIONS GOVERNING THE FALL FAIR 2022**

SPECTRA ON BEHALF OF THE CITY OF SIOUX CITY RESERVES THE RIGHT TO AMEND, ADD TO, OR INTERPRET THE FOLLOWING RULES AND REGULATIONS, AND MAY USE ITS JUDGEMENT TO SETTLE ALL QUESTIONS OR ISSUES CONNECTED TO THE CRAFT FAIR - BEFORE AND DURING THE EVENT.

RECEIPT OF YOUR SIGNED REGISTRATION AND PAYMENT CONSTITUTES AN AGREEMENT TO COMPLY WITH EACH OF THE FOLLOWING RULES AND REGULATIONS.

**FAIR DATES AND HOURS:**

Saturday, NOVEMBER 19: 9:00AM to 5:00PM

Sunday, NOVEMBER 20: 10:00AM to 4:00PM

**LOCATION:**

Tyson Events Center  
401 Gordon Drive  
Sioux City, Iowa

**MOVE-IN TIMES:**

FRIDAY, NOVEMBER 18 – 9:00 a.m. to 8:00 p.m.

SATURDAY, NOVEMBER 19 – 7:00 a.m. to 8:30 a.m. - DOORS OPEN TO PUBLIC AT 9:00 a.m.

SUNDAY, NOVEMBER 20 – Doors open for vendors at 9:00 a.m. – DOORS OPEN TO PUBLIC at 10:00 a.m.

Load-in is allowed behind the Tyson Events Center only (NORTHEAST CORNER) and is not allowed through main entry doors. Vendors are to load in booth items in a timely manner and then remove vehicle from the load in area to allow other vendors to load in. There will be Tyson Events Center staff to coordinate load in efforts.

**VENDOR PARKING:**

ALL vendor vehicles MUST be parked in the SUITE lot to the west of the building. (TRAILERS, RV's, CARS, TRUCKS, etc...) Vendors are responsible for all parking. The Tyson Events Center is not liable for any blocked-in vehicles or trailers that have been disconnected from vehicles in parking spots

**VENDOR PARKING FOR FREQUENT ACCESS**

Vendors with trailers that will need to be accessed frequently may park in the Long Lines lot, located on the east side of the parking lot.

**VENDOR PACKETS:**

**MUST BE PICKED UP AT THE INFORMATION BOOTH BEFORE MOVING IN TO YOUR SPACE**

**VENDOR BADGES:**

Each exhibitor will be issued three (3) door badges to be used by booth workers *only*. These are not to be given to friends and relatives attending the Craft Fair. These badges will be honored at the back of the building **ONLY**. If additional badges are needed for your workers, please ask for them at the Information Booth. Please wear badges at all times during the event.

**EARLY MOVE-OUT:**

**VENDORS MUST BE PRESENT FOR BOTH DAYS OF THE FAIR**

**EARLY MOVE OUTS ARE NOT ALLOWED**

**BOOTH RULES AND OTHER INFORMATION:**

**ONLY HAND CRAFTERS ALLOWED. **NO** BUY/SELL, IMPORTS, MARKET OR PARTY PLANS.**

IOWA SALES TAX is the responsibility of the exhibitor and crafters are required to provide proof of an Iowa tax ID number this information during registration. Crafter names and addresses are provided to the Iowa Dept of Revenue. The sales tax rate for the state of IA is 7%.

**CRAFT FAIR STORAGE:** In an effort to accommodate all vendors there will be no storage allowed in the seating area or open areas of the arena. All items must be stored within the confines of the vendors booth with extra items being stored in vendor vehicle/trailers.

**FOOD ITEMS** are allowed at the Sioux City Craft Fairs and are accepted on a case-by-case basis. If you wish to sell items that can be consumed on premises (baked goods, cheeses, meats, nuts, etc.), please contact the fair coordinators to determine if your item is eligible. A \$100 charge will be applied to your booth rental and you will need to sign the **FOOD VENDOR AGREEMENT** and return it with your contract.

**BOOTH SIZES** will vary depending on location. Each booth will be equipped with one 8' table and two chairs, corner booths will get 2 tables. All booths come with 2 chairs per vendor unless otherwise stated on registration form. We guarantee that electricity will be dropped near your area, but you must supply cabling if booth power is needed.

**ADDITIONAL BOOTH TABLES** can be purchased for \$10.00 each during move-in or in advance of the fair. Please indicate on your registration form the number of tables needed (8' or 6').

**SKIRTING** with table covering can be rented for \$35.00 per table.

**NO PINNING, SEWING OR ATTACHING ITEMS** to the booth drape itself. Booth draping cannot be moved or removed unless you are on an outside wall, or if permission has been given by the fair coordinator.

**CHILDREN** are not allowed in the building during move-in hours. Any child that accompanies you during normal Craft Fair hours must be supervised by an adult at all times and should remain in the reserved booth area (except for bathroom and meal breaks).

**TO SUBLET** part of your booth to another exhibitor, please first contact the Fair Coordinator. If more than one person is occupying a booth, please list all names on the contract.

**SIGNS AND BOOTH ADVERTISEMENTS** may not extend into the aisles or reach higher than the 8' on the back-drop wall. **“SALE” and “DISCOUNT” signs are not allowed!** Please keep your materials confined to the taped off perimeter of your booth. By City fire code, items cannot be displayed outside of the blue taped booth area, including corners. If you have questions about your booth size or what is allowed, please consult the fair coordinators.

#### **DOOR PRIZES:**

One hand crafted item or gift certificate is required from each vendor to be used as door prize giveaways throughout the weekend. Please attach a business card or note with *name and booth number* on your door prize items and bring to the information desk in the main entryway. Vendors are not allowed to sign up for door prizes.

***SMOKING IS NOT ALLOWED INSIDE OR WITHIN 20FT OF THE TYSON EVENTS CENTER DOORS***

#### **INSURANCE:**

If insurance is desired it must be obtained by the exhibitor and at your own expense.

The Tyson Events Center, City of Sioux City and Global Spectrum LP, Ovations Food Services LP assume no risk, and by the signed acceptance of this agreement the exhibitor releases the Tyson Events Center, City of Sioux City, Global Spectrum and Ovations Food Services LP from any and all liability loss, damage or injury of any kind which might occur on-premises or off or from the rental and use of the space by the exhibitor.

**RETURNING VENDORS ARE GIVEN PRIORITY TO THEIR BOOTH LOCATION FOR THE NEXT YEAR, PROVIDED THAT FULL PAYMENT IS RECEIVED BEFORE THE CLOSE OF SHOW ON SATURDAY. ALL BOOTHS NOT RESERVED BY SATURDAY END OF SHOW WILL BE OPEN TO CURRENT BOOTH REGISTRANTS BEGINING AT 8AM ON SUNDAY. ANY AVAILABLE BOOTHS NOT RESERVED BY 10AM SUNDAY WILL BE OPEN TO THE GENERAL PUBLIC.**

#### **BOOTH CANCELLATION POLICY:**

The deadline to receive a refund for your canceled registration is 30 days prior to the event load-in date. A letter requesting cancellation will be required and kept for Craft Fair records. All refunds will be charged a \$10 processing fee. Cancellations within 30 days of the event load-in date are not eligible for refund.

Vendors may elect to transfer their registration fee to the next Craft Fair with no penalty, as long as the cancellation is outside of the 30 day window.

Refunds can be processed immediately over the phone with a provided credit/debit card, even if payment was originally made by cash or check. Card refunds typically clear in 3-4 business days.

To receive a refund by check, we require a completed W9 and a copy of the payer's state driver's license. Check refunds typically take 3-4 weeks to process.

Questions? email: [TEC-CraftFair@spectrarp.com](mailto:TEC-CraftFair@spectrarp.com)