

St. Martha Catholic Church
2555 Apollo Avenue
Harvey, LA
Arts & Crafts Fair

R U L E S

1. No smoking in the building.
2. No alcoholic beverages allowed.
3. No loud music, tapes, etc.
4. No pets or animals allowed.
5. Crafters should make other arrangements for small children during the Craft Fair hours.
6. Crafters taking orders with a deposit down, must provide the customer with a receipt with your name and telephone number.
7. All tables are to be neatly covered and all areas shall be kept clean at all times.
8. Applications for booths for direct sale items such as AVON, Pampered Chef, Tupperware, Mary Kay, etc. will not be accepted.
9. St. Martha Church staff will be selling food and drinks. **ABSOLUTELY NO FOOD OR DRINKS MAY BE SOLD IN ANY BOOTH.** (Sealed and packaged gift items are acceptable, i.e. gourmet jellies)
10. No crafter will be allowed to hold any type of raffle at their booth.
11. Crafters may not vacate until the end of the Craft Fair.
12. All crafters must provide their own change. Craft Fair staff will not be able to give change.
13. Extension cords will not be allowed in any booth, unless use of electricity has been purchased for that particular booth. Craft Fair staff will arrange for electricity for crafters paying applicable fees.
14. Special requests must be made in writing and sent with the application. These requests will be considered and accommodated if possible.
15. **All entry fees are non-refundable. ABSOLUTELY NO REFUNDS** shall be made for inclement weather or other acts of God over which the sponsors have no control. The exhibitor shall bear the risk of loss in such instances.
16. Canopies are allowed in outside uncovered areas as long as they remain within that crafter's designated area. Canopies are not permitted in inside booths.
17. Absolutely no alterations to the structure are allowed, i.e. hammering nails, taping, affixing thumb tacks, tacking, stapling, etc. to the walls of the hall.
17. A representative from the Jefferson Parish Tax Collection Office will be collecting tax forms in the afternoon.
18. All booth assignments made by the Craft Fair staff are final.
19. All crafts and equipment must be removed by 4:30 p.m., allowing one (1) hour for pick-up.
20. Each crafter is responsible for other workers in their booths and for advising them of these rules.
21. Crafters should receive a confirmation packet by **October 8, 2008**. If you do not receive your confirmation packet by that date, please contact the Parish Office at 366-1604.
22. Any questions or comments regarding the Arts and Craft Fair should be submitted to the Craft Fair staff.