



## Holiday Craft Faire General Vendor Information

1. **Check in:**
  - a. All vendors must check in at the Fair Office and sign in on 11/16/24 before 8:30am.
  - b. Everyone will need to be set up and ready to go by 8:30am on 11/16.
  - c. Office Hours Friday 11/15: 8am-7pm
  - d. Office Hours Saturday 11/16: The office staff will be located in the Festival Hall next to Santa. 7am-4pm
  - e. Office Hours Sunday 11/17: The office staff will be located in the Festival Hall next to Santa. 9am-4pm
  - f. Office Hours Monday 11/18: 9am-4pm
2. **Set Up/Tear Down Dates and Times:**
  - a. Friday: 11/15 – The buildings will open at 8am, they will be closed and locked at 7:00pm (please be respectful of the closing time, doors will be locked right at 7:00pm)
  - b. Saturday: 11/16 - The buildings will open at 7am, they will be closed and locked at 5pm
  - c. Sunday: 11/17 - The buildings will open at 8am, they will be closed and locked at 6pm
  - d. Monday: 11/18 - The buildings will open at 8am, they will be closed and locked 3pm
3. **Maps:** Please check in the front office on 11/15 or 11/16 for your space and location.
  - a. All spaces are final and will not be changed, we have placed all vendors with the best interest we could.
  - b. Outdoor Booths: Please check in the front office for space location.
4. **Power** will be available in the buildings; you WILL need to bring an extension cord and a power strip.
5. **Tables** will NOT be provided by the Fairgrounds; please contact Chico Stage Lighting at [cslighting123@aol.com](mailto:cslighting123@aol.com) to rent tables.
6. **Chairs:** Two metal folding chairs will be provided by the Fairgrounds for indoor booths.
7. **Pipe and drape** have been set up as a backdrop and will have side arms for your booth. Please be respectful and stay in your space, if you do not know what space you have, please come into the Fair office and we will be happy to show you. If you set up and are not within your space, we will ask you to tear down and rearrange your merchandise.
8. **Parking:** Vendors will need to park in the general public parking lot and walk any inventory over to your booth **during show time hours**. There will be no vehicle access to unload/load inventory onto the grounds during event hours. Any vehicles found on the grounds during event hours will be towed at owner's expense. You may pull up to the grounds to load and unload your inventory before the show but your vehicle must be

moved during show hours. Do not block any doors into the building with your vehicle when unloading/loading. All vehicles must be removed from the inside of the grounds no later than 8:00am.

9. **Bathrooms:** If you are a vendor in Etchepare Hall, bathrooms are located within walking distance in Festival Hall or Main Exhibit Building. All other buildings have bathrooms located in each building.
10. **Entertainment:** Santa will be located in Festival Hall.
11. **RV:** If you are in need of an RV space, you must check in at the Fair office before parking and pay your fees.
12. The Craft Faire Committee members will NOT be having a raffle in 2024.
13. **Canopy:**
  - a. **Indoor Booths:** Per Fire Marshall regulations. No indoor booths are allowed to have the top canopy. The frame is acceptable with no top. Please do not put a cover on your canopy, you will be asked to remove it before the show begins.
  - b. **Outdoor Booths:** Outdoor booths can have a top but it must be fire-retardant material.
14. **Food:** We will have food vendors. A list of food vendors will be provided on our social media pages closer to the show. You are able to receive a list of food vendors if needed.
15. **Environmental Health: FOOD OR FOOD SAMPLES AT YOUR BOOTH:**
  - a. All concessionaires were required to register with the Health Department. Please turn in your checklist to Araceli upon check in at the Fair Office.
16. **ATM:** There will not be an ATM machine on the grounds. Please make sure to bring plenty of change or look into a financial app like Square, Venmo or Zelle.
17. **Internet:** Please note we DO NOT have Wi-Fi in the buildings or on the grounds available. You will need to make sure that your square readers or apps or cell phone have their own internet connection. You can look into getting a mobile internet device through you cell phone provider.