

## **Hurlburt Field Community Center Holiday Bazaar Policies**

1. Eligible participants are limited to DoD ID cardholders. Local national vendors without base privileges are not authorized to participate.
2. To ensure a fair process, registration will be provided on a first come first serve basis at the Hurlburt Field Community Center. Only one representative per direct sales company may register, no repeat companies.
3. Registration must be made in person.
4. All refunds, cancellation or changes must be made through the Hurlburt Field Community Center. The selling of tables between vendors is strictly prohibited. Unauthorized table transfers will not be honored by the Hurlburt Field Community Center and the seller/buyer's table(s) will be forfeited and a refund will be not be given.
5. Registration ends on Thursday, 31 October. No refunds will be authorized on or after November 1<sup>st</sup>. Vendors who are a no show for the event will not receive a refund.
6. Tables that are not set up by 1:30PM on 14 November will automatically be forfeited. If you are running late, you must contact Abbey Knudsvig at 850-598-4253.
7. All vendors must provide a door prize.
8. Vendors are responsible for all monetary transactions or orders. Hurlburt Field Community Center is not responsible for any incorrect transactions or orders.
9. Vendors must remain open for the entire duration of the bazaar operational hours – no tear down prior to 8PM. The only exception to this rule is if a vendor is sold out. However, before you close/start packing up, the Hurlburt Field Community Director, Abbey Knudsvig must be notified.
10. No taping, nailing, or modification of any sort is allowed on the facility's windows, walls, mirrors, ceiling, ceiling fans, lights, doors, or other equipment. No glitter, confetti or anything of that sort is allowed.
11. All tables and chairs must be folded up and trash must be placed in a trash can at the end of the event. Any boxes must be broken down before they are put in the trash receptacles. Larger sized boxes must be taken to the back end of the Soundside Club in the dumpster.
12. Items sold at the bazaar must fit in one of the following categories: antique, hand crafted, homemade, or listed in a catalog.
13. No edible food products are allowed.
14. Converters or extension cords are the responsibility of the vendor and will NOT be supplied by the Hurlburt Field Community Center or The Soundside Club. Electricity is VERY limited and not guaranteed.

*Failure to comply with any of the above mentioned rules will automatically disqualify you from participation.*