

## Makers Fair Policies & Guidelines

To uphold the integrity and spirit of the Makers Fair, we have implemented the following policies regarding expectations, and the types of products that can be sold. Please review these policies carefully. Failure to comply may result in dismissal from or ineligibility to participate in future Makers Fair events.

### 1. Application and Fees

- All vendors must complete an application form and pay the required fees by the specified deadline.
- Fees are non-refundable unless the event is canceled by the organizers.
- Vendors who fail to submit timely payment of fees (10 days upon notice of acceptance) will be removed from the vendor list and added to the Wait List. Due to staffing capacity and vendor demand, we are unable to make exceptions in the event of overdue payment.

### 2. Product Guidelines

- Only handmade, or originally designed crafts and products are allowed.
- No mass-produced or commercially manufactured items.
- Resale or sale of secondhand / thrifted clothing is prohibited.
- Any evidence of vendors reselling or drop shipping goods will result in automatic ineligibility to participate in future Makers Fairs.

### 3. Product Displays

- **Vendors must stay the duration of the event** (11:00am-3:00pm).
- Tables, chairs, and a table skirt are provided to all vendors. A FULL table includes a 6'x4' of surface area for displays and TWO chairs. A SHARED table includes 3'x4' of surface area for displays and ONE chair.
- Due to building codes and vendor/attendee accessibility, vendors are prohibited from bringing additional tables, chairs, and/or obstructive, stand-alone displays (e.g. clothing racks, large bins or baskets, etc.) Vendors in violation of this policy will be asked to remove prohibited items. Failure to do so may result in dismissal or ineligibility to participate in future Makers Fairs.
- Access to power is limited and requests will be considered on a first-come, first-served basis.

### 4. Parking and Load-In/Load-Out

- Temporary access to the loading dock is available between 10-10:45 AM for set up and from 3-3:45 PM for take-down.
- Currently, parking is not provided to vendors by event staff. Paid lots are available on campus, the closest being Padelford and Central Garage. For more information about parking, visit <https://hub.washington.edu/about/plan-your-visit/#directions>.

## **5. Sales and Transactions**

- All vendors are responsible for their point-of-sale systems and transactions. Vendors accepting cash should bring adequate change. ATMs are available in the Husky Union Building den. Change can be made at the Cashier's Office, located beside the Info Desk.
- The university is not responsible for any lost or stolen items.

## **6. Health and Safety**

- Vendors must comply with all local health and safety regulations.
- Due to campus requirements around food permits and challenges regarding timelines for approvals, we are not currently accepting food or beverage vendors.
- No open flames or hazardous materials are allowed.

## **7. Conduct and Behavior**

- Vendors are expected to behave professionally and respectfully toward all event staff, volunteers, customers, and other participating vendors.
- No aggressive sales tactics or inappropriate behavior. Inappropriate or aggressive behavior will result in immediate dismissal and ineligibility to participate in future Makers Fairs.
- Vendors must keep their area clean and dispose of trash properly.

## **8. Compliance and Enforcement**

- Vendors must comply with all university policies and event guidelines.
- Non-compliance may result in removal from the event and forfeiture of fees.

## **9. Cancellation Policy**

- Vendors must notify the organizers in advance if they need to cancel their participation.
- No refunds will be given for cancellations made less than two weeks before the event.