

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 for each quarter they wish to participate.
- 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 waitlist. Due to staffing capacity and vendor demand, we are unable to make exceptions in the event of an overdue payment.
- Vendors are expected to provide an accurate representation of products on their application via photos, videos, and written descriptions.
- Failure to provide the required photo or video samples will result in an automatic waitlist status.

2. Product Guidelines

- Only handmade or originally designed crafts and products are allowed.
- The following items / services are prohibited:
 - Mass-produced or commercially manufactured items
 - Resale or sale of secondhand / thrifted clothing
 - Food or ingestible items
 - Plants
 - Henna or temporary body treatments that will alter the skin or physical appearance.
- 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'x2' of surface area for displays and TWO chairs. A SHARED table includes 3'x2' 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.)
 - There are several “extra space tables” available in areas with larger walkways for additional room to display items. These spots provide an additional 3-feet of space beside the standard 6-foot table for stand-alone displays, an additional chair, or endcap. Spots are limited and, if selected, require an additional fee of \$12. Failure to pay the additional fee will result in a standard 6-foot table assignment. Only applicants that indicate that they would like a full table will be considered for additional space locations. Deadlines still apply.
 - Vendors selected for an extra space table assignment will be notified via email and given further instructions to pay the additional \$12 fee. Vendors not selected are prohibited from utilizing additional displays that do not fit on top of their assigned table.
- There is no fee if a vendor needs additional space for disability accommodations. Extra space tables are strictly for additional selling space. If additional space is needed behind or beside the table for an accommodation or mobility aid, please specify in your application and arrangements will be made at no added cost.
- Access to power is limited and requests will be considered on a first-come, first-served basis.
- Violation of any guidelines will result in automatic ineligibility to participate in future Makers Fairs.

4. Parking and Load-In/Load-Out

- Temporary access to the loading dock is available between 9:30-10:45 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 on the ground floor within the Husky Den.
- 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 operate independently and do not represent the Husky Union Building (HUB) or the University of Washington. The HUB shall not be held liable for any acts, omissions, representations, or negligence of any vendor, nor for any loss, damage, or injury arising from or related to the goods or services provided by such vendors.
- 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, forfeiture of fees, and/or ineligibility to participate in future Makers Fairs.

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.