



## Policies & Procedures

1. Those eligible to apply: DoD and NATO ID cardholders. Local national vendors without base privileges are not authorized to participate. To ensure a fair process, applications will only be accepted from 05 through 13 February. If space is available vendors will still be accepted until 1 week prior to the events. Online applications must be emailed to be emailed to [ramcomcen@gmail.com](mailto:ramcomcen@gmail.com).
2. The Ramstein Community Center reserves the right to approve vendor participation, determine table space location, as well as determine which vendors with the same/similar products will participate.
3. All refunds, cancellations or changes must be made through Ramstein Community Center. The selling of tables between vendors is strictly prohibited. Unauthorized table transfers will not be honored by Ramstein Community Center and the seller/buyer's table(s) will be forfeited.
4. Direct sales products/vendors are strictly prohibited from participating in the Homemade Craft Market. Direct sales advertisements using business cards, tablecloths, banners, other marketing materials or showcasing products, even if it is not being sold, is prohibited.
5. No refunds will be authorized past 14 days prior to the start of the Homemade Craft Market. Vendors who are a no- show for the event will not receive a refund and will automatically be ineligible to participate in the next fair; if disqualified vendor is already signed up for the next market, they will be removed and refunded.
6. Tables that are not set up by 0930 on the first day of the market (Saturday), will automatically be forfeited. Vendors **MUST** contact the Ramstein Community Center to communicate any lateness or absence by calling the front desk at 06371-47-6600 or Facebook messaging.
7. Vendors must remain open for the **ENTIRE DURATION** of the events' operational hours – no tear down prior to 1600. The only exception to this rule is if a vendor is sold out/injured/ill. However, before you close/start packing up, the Ramstein Community Center Programmer/staff member in charge of the event **MUST BE NOTIFIED**.
8. No taping, nailing, or modification of any sort is allowed on the facility's windows, walls, mirrors, ceiling, ceiling fans, theater lights or other equipment. No changing the table placement is allowed.
9. **All tables and chairs must be folded up** and trash must be removed at the end of the event. Boxes must be broken down before they are put in the trash receptacles. Larger sized trash and boxes must be taken to the dumpsters located at the back end of the parking lot behind Pizza Gallerie.
10. Items sold at the market must be antique, handcrafted, or homemade.
11. Converters or extension cords are the responsibility of the vendor and will NOT be supplied by the Ramstein Community Center.
12. Application is only valid with applicant's signature on **both** pages.
13. **You are not officially registered for this event until you have received approval and payment has been received.**

**Failure to comply with any of the rules will automatically disqualify you from participating in the next/future fairs. Understand after 3 attempts of communication and we are unable to contact you, if you're unresponsive or if any of the information on my application is incorrect your table will be forfeit. Sign and date if you have read and understand our policies.**

# HOMEMADE FOOD & CRAFT MARKET

What you need to know!

## VENDOR INFORMATION FOR SET UP & THE MARKET

1

### THE FRIDAY BEFORE

- Set up starts at 1500 & ends promptly at 1800
- We do not provide transformers or extension cords
- No taping, nailing or facility modifications

### SATURDAY

- Doors open for Vendors at 0800
- All Vendors must check in at the front desk
- Doors open at 1000 & close at 1700 for shoppers

2

3

### SUNDAY

- Doors open for Vendors at 0900
- Doors open at 1100 & close at 1600 for shoppers
- Tear down starts at 1600 & ends promptly at 1700

### CLEAN UP

- Dumpsters are located across the parking lot. **DO NOT** dump trash behind the Pizza Gallerie.
- Clean up MUST be completed by 1700

4

5

### FAQ'S

- We are currently unable to provide change, please prepare accordingly.
- Any children accompanying their parents, must remain with them, and parents are responsible for cleaning up any messes
- If you need a break, notify a staff member
- There is a Vendor break room, located to the right of the front desk

### HOW TO CONTACT US

- If you are running late; contact us through Facebook messenger, Ramcomcen@gmail.com or 06371-47-6600  
We are located at Building #412

6

