



Policies & Procedures



1. Those eligible to apply: DoD and NATO ID cardholders. Local national vendors without base privileges are not authorized to participate. 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.
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. Vendors must promptly notify a Ramstein Community Staff member of any emergencies preventing participation in either market days; failure to do so, may result in table forfeiture and a ban from future markets.
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 Sunday at 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, transformers 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. No pets allowed in the facility, **only service animals will be permitted**.
14. **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.