

**Mid - Missouri Artists
Holiday Arts & Crafts Sale
Rules and Regulations**

Please read carefully

- * No groups or organizations are allowed. This show is for artists and crafts people only.
- * Please do not remove your display before closing (4 pm).
- * No food or candy to be sold by exhibitors.
- * **IMPORTANT! ONLY HAND-CRAFTED ITEMS BY THE ARTIST ARE ALLOWED. NO RESALE ITEMS.**
No completed commercial items such as afghans, Christmas ornaments, jewelry, paintings, packaged spices, etc. will be allowed. No packaged kits or patterns will be allowed for sale. If in doubt, ask; or do not display.
- * The committee reserves the right to ask that articles not in keeping with standards be removed.

Setup

- * Please cover tables with tablecloths draped to the floor. Booths must be neat, attractive, and within boundary lines, including those assigned corner booths. This is an indoor show, and all space is accounted for. Your display may not exceed the 10 ft. x 10 ft. space unless other agreement is made with the Chairman. One 3 ft. x 8 ft. table and 2 chairs will be furnished for each booth **if requested by the vendor on the application.** A fee of \$4.00 is charged for each additional table.
- * Artisans are responsible for their own props, lights, and extension cords. Extension cords must be taped securely to the floor. You must request electrical hookup with your entry. Booths requiring electricity will be assigned to the wall sides of the room for safety.
- * Each artist is responsible for his/her own sales and sales taxes.
- *WiFi is available in the building – ask for password at check in.

All vendors must relocate their vehicles/trailers from the main parking lot or the rear lot after unloading. The main parking lot needs to be available for your shoppers; the rear lot is employee parking. Doors from that lot will be open for unloading and unloading only and locked during the event. Parking is available in the church parking lot on the east side of the Community Center and near the swimming pool on the northwest side.

Directions to Warrensburg Community Center

Traveling east or west on Hwy 50 - turn south on Hwy 13 to Gay Street. Go east on Gay Street to the corner of Gay and Mitchell.

Traveling north or south on Hwy 13 -turn east on Gay Street to the corner of Gay and Mitchell.

Any sales taxes are the responsibility of the vendor. Prior years we furnished **sales tax forms** to vendors. The Department of Revenue now asks that vendors who are registered obtain Form 53-1 to remit the sales taxes. Those who need to register use Form 2643 S Special Events Registration. Forms are available on the Missouri Department of Revenue web site. Vendors aged 65 or older are exempt. Exemption forms may placed on the booth. The sales tax for Missouri/Johnson County/Warrensburg is 8.975%.