



Please Play by the Rules

Please read through the following list of Rossford Business Association (RBA) Business Fair rules to ensure a smooth-running event. Anyone working your booth should also be familiar with these rules. Please keep them for reference during the RBA Business Fair. Thank you!

- Assigned spaces are limited to the business/organization registered for that space only; no others are allowed. Please keep inside of the marked spaces. (Booths will be approximately 9' x 8'.)
- Exhibitors are asked to keep booth areas clean and free of litter at all times.
- Each exhibitor is to provide their own crew for display set-up and take-down. All booths are to be set-up by 6:30 p.m. Friday evening (NOTE: it is preferred if you can setup prior to the *Vendor Preview Reception* from 5:30 – 7:00 p.m.). All displays are to remain in place until 2 p.m. on Saturday and to be staffed at all times during the open hours of the fair. If booth space is not set-up by 8 a.m. on Saturday it will be forfeited. Please **DO NOT take your displays down early!** This means everyone! All rental tables must be cleared and ready for pick-up by 3 p.m. Saturday. Please leave your area as clean as possible.
- Exhibitor advertising is limited to registered booth space only! No others permitted! All art exhibitors will be juried for entry.
- Please be considerate of your neighbors and do not block their view. Keep sides to a minimum height. (No exposed unfinished sides.)
- Tape and fastening devices must be approved by the RBA Business Fair Promotions Committee before using them (i.e., duct tape) as to not damage school property. Please take care and protect the floors from scratches.
- All booths must be paid in full at sign-up. No exceptions. No refunds on booths.
- Items to be given away that could be dangerous must be handed out to adults only.
- NO SOLICITATION (including gifts, literature, etc.) by any businesses/organizations will be allowed outside of booth areas during the RBA Business Fair. If anyone approaches your booth to do so, please say that there is NO solicitation. If they have any questions, they should see a RBA Business Fair Committee member. Also, please refrain from putting literature on cars in parking lot.
- All exhibitors/workers will be required to park in a designated area.
- If your company has guidelines on the number of your vendors permitted per show and an issue arises, the RBA must go on a first come, first served basis.

All members are asked to help police the RBA Business Fair. If you have any questions, please contact Brenda Schwind at 419-720-4701.

www.rossfordba.com