



RAMSTEIN COMMUNITY CENTER
ANTIQUÉ & CRAFT BAZAAR POLICY

1. Eligible participants are limited to DoD and NATO ID cardholders. Local national vendors without base privileges are not authorized to participate.
2. To ensure a fair process, no pre-registrations will be allowed. Extenuating circumstances (TDY, leave, illness, vacation, etc.) will **NOT** be considered.
3. Registration must be made in person; you are responsible for selecting your table. If you are unable to register in person, you may appoint someone to register for you, but they must show proof of your eligibility; if appointee is also registering as a vendor they must register first then go back to the end of the line to register other participant.
4. All refunds, cancellation, 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.
5. Direct sales products/vendors are strictly prohibited from participating in the Antique & Craft Bazaar. Direct sales advertisements using business cards, table cloths, banners, other marketing materials or showcasing products, even if it is not being sold, is prohibited.
6. No refunds will be authorized two weeks prior to the start of the Antique & Craft Bazaar. Vendors who are a no show for the event will not receive a refund and will automatically be ineligible to participate in the next bazaar.
7. Tables that are not set-up by 0930 on the first day of the bazaar (Saturday), will automatically be forfeited. If you are running late, please message Ramstein Community Center's Facebook page or email 86fss.ramsteincommunitycenter@us.af.mil or ramcomcen@gmail.com.
8. Vendors must remain open for the **ENTIRE DURATION** of the bazaar operational hours – no tear down prior to 1700. The only exception to this rule is if a vendor is sold out/injured/illness. However, before you close/start packing up, the Ramstein Community Center Programmer/staff member in charge of the event **MUST BE NOTIFIED**.
9. 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.
10. 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.
11. Items sold at the bazaar must be antique, handcrafted or homemade. Vendors selling food/beverages are required to obtain a food handler's certificate from the Public Health Food & Sanitation Office #06371-46-2499. Failure to display certificate during the event will result in forfeiture of table and refund. No store bought food or beverages are allowed to be sold during the event.
12. Converters or extension cords are the responsibility of the vendor and will **NOT** be supplied by the Ramstein Community Center.
13. Organizations registered as a Private Organization (booster clubs, PTA's, spouse clubs, etc.) must also complete the fundraiser request form found at 86fss.com. The form can be submitted by email to 86fss.privateorgs@us.af.mil. Please be sure that the Community Center staff has signed off as Facility Manager in box A. Forms must be submitted no less than two weeks in advance. If you will be selling food, please also have Public Health sign off in box B or include a copy of your food handler's certification.

Failure to comply with any of the above mentioned rules will automatically disqualify you from participating in the next/future bazaars.