



RAMSTEIN COMMUNITY CENTER ANTIQUÉ & CRAFT FAIR 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 & policy form must be emailed to **BOTH** 86fss.ramsteincommunitycenter@us.af.mil and ramcomcen@gmail.com; you are responsible for ensuring everything is filled out completely and turned in during the registration period. Registration packet turned in before the open registration period will **NOT** be accepted. You may turn in your registration packet in-person during our normal operating hours, the day after registration opens.
4. 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.
5. Direct sales products/vendors are strictly prohibited from participating in the Antique & Craft Fair. 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 past 14 days prior to the start of the Antique & Craft Fair. 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 fair, they will be removed and refunded.
7. Tables that are not set up by 0930 on the first day of the fair (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 and ramcomcen@gmail.com.
8. Vendors must remain open for the **ENTIRE DURATION** of the events' operational hours – no tear down prior to 1700. 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**.
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. No changing the table placement is allowed.
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 fair 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.

Failure to comply with any of the above mentioned rules will automatically disqualify you from participating in the next/future fairs. Sign and date if you have read and understood our policies.

Signature

Date



ANTIQU & CRAFT FAIR VENDOR REGISTRATION

OFFICIAL USE ONLY	
MAY 1 - 2:	_____
June 12 - 13:	_____
RECEIPT #:	_____
STAFF INITIAL:	_____

PRICELIST: \$40 space (1 table) or \$80 space (2 tables); max 1 space.

VENDOR NAME & BUSINESS: _____

SPONSOR NAME: _____ BRANCH: _____ UNIT: _____

PHONE NUMBER(S): _____

E-MAIL ADDRESS: _____

******* DIRECT SALES PRODUCTS & ADVERTISEMENTS ARE STRICTLY PROHIBITED *******

MERCHANDISE INFO: _____

BUSINESS WEBSITE/FB/INSTGRAM/ETSY: _____

TOP 3 CHOICES (spaces are not guaranteed). Circle all that apply.

1. _____ (MAY/JUN)
2. _____ (MAY/JUN)
3. _____ (MAY/JUN)

Number of Tables Preferred
1 or 2

220V Electrical Outlet
YES or NO

*If all choices are unavailable, we will try our best to place you in a space that accommodates your needs.

Read below and initial that you have read and understood the new/updated policies:

_____ I am a DoD/NATO ID cardholder or local national vendor with base privileges.

_____ No refunds given past 14 days prior to the start of the event or for no shows.

Example: Craft Fair starts on March 6th; no refunds will be issued after February 20th

_____ You are not authorized to sell your table to another vendor. All cancellations/refunds must go through Ramstein Community Center.

_____ Failure to comply with **ALL** our policies will automatically disqualify you from participating in the next fair.

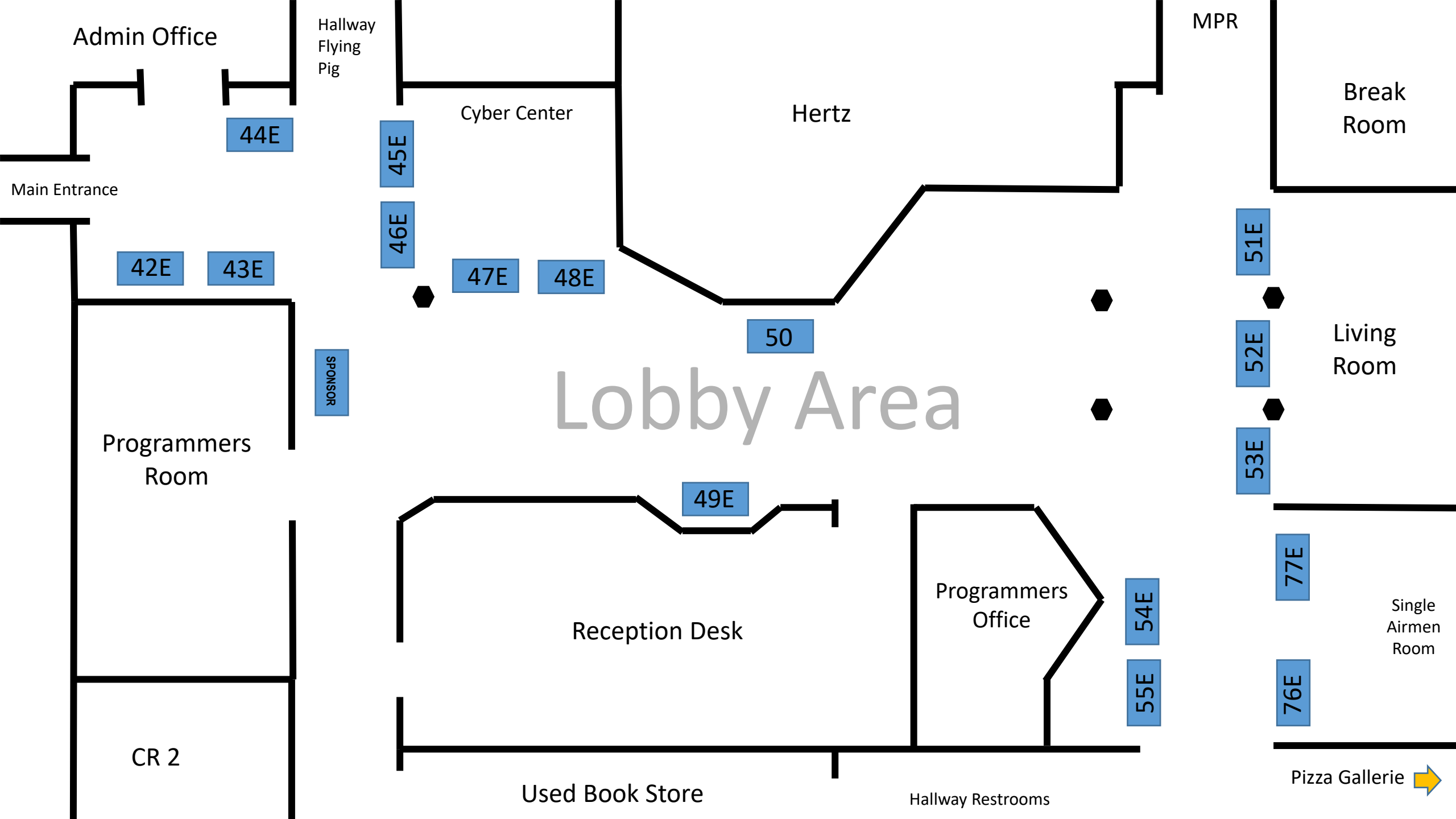
DISCLAIMER

"Notice to Craft Fair Participants: If you operate a business in Germany, German law applies to your activities whether they occur on a military installation or not. You may be considered to be operating a business if you engage in continuing or regular sales of arts/craft items. Registration/licensure of private businesses is strictly the responsibility of the individual, not the Community Center or the Air Force. If this applies to you please ensure that you make contact with the local German Trade Office."

Sign and date if you have read and understood everything outlined above.

Signature

Date



Admin Office

Hallway
Flying
Pig

MPR

Break
Room

Hertz

Cyber Center

44E

45E

46E

47E

48E

50

51E

Living
Room

52E

53E

SPONSOR

Lobby Area

Programmers
Room

49E

77E

Programmers
Office

54E

Single
Airmen
Room

Reception Desk

55E

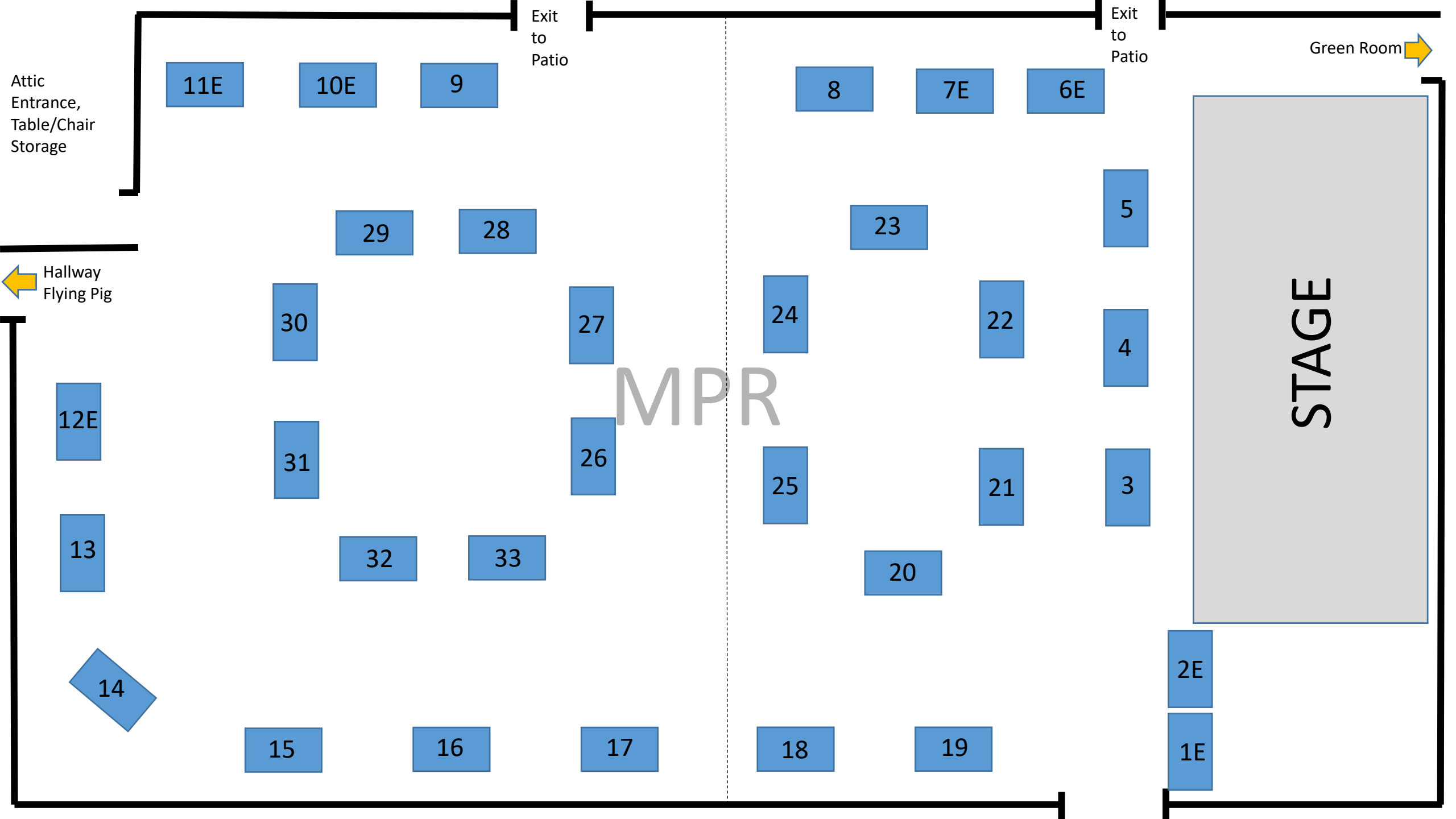
76E

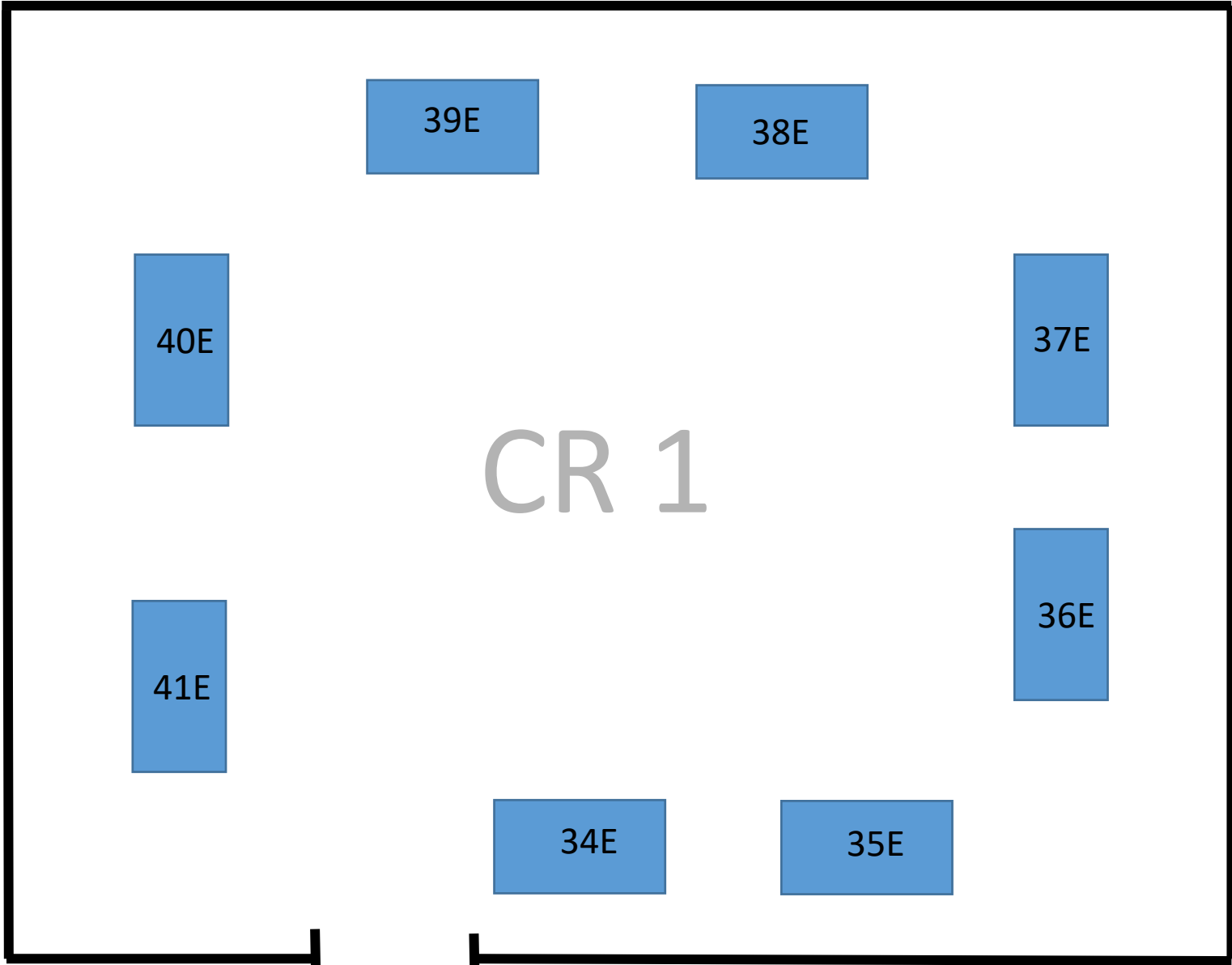
CR 2

Used Book Store

Hallway Restrooms

Pizza Gallerie →





39E

38E

40E

37E

CR 1

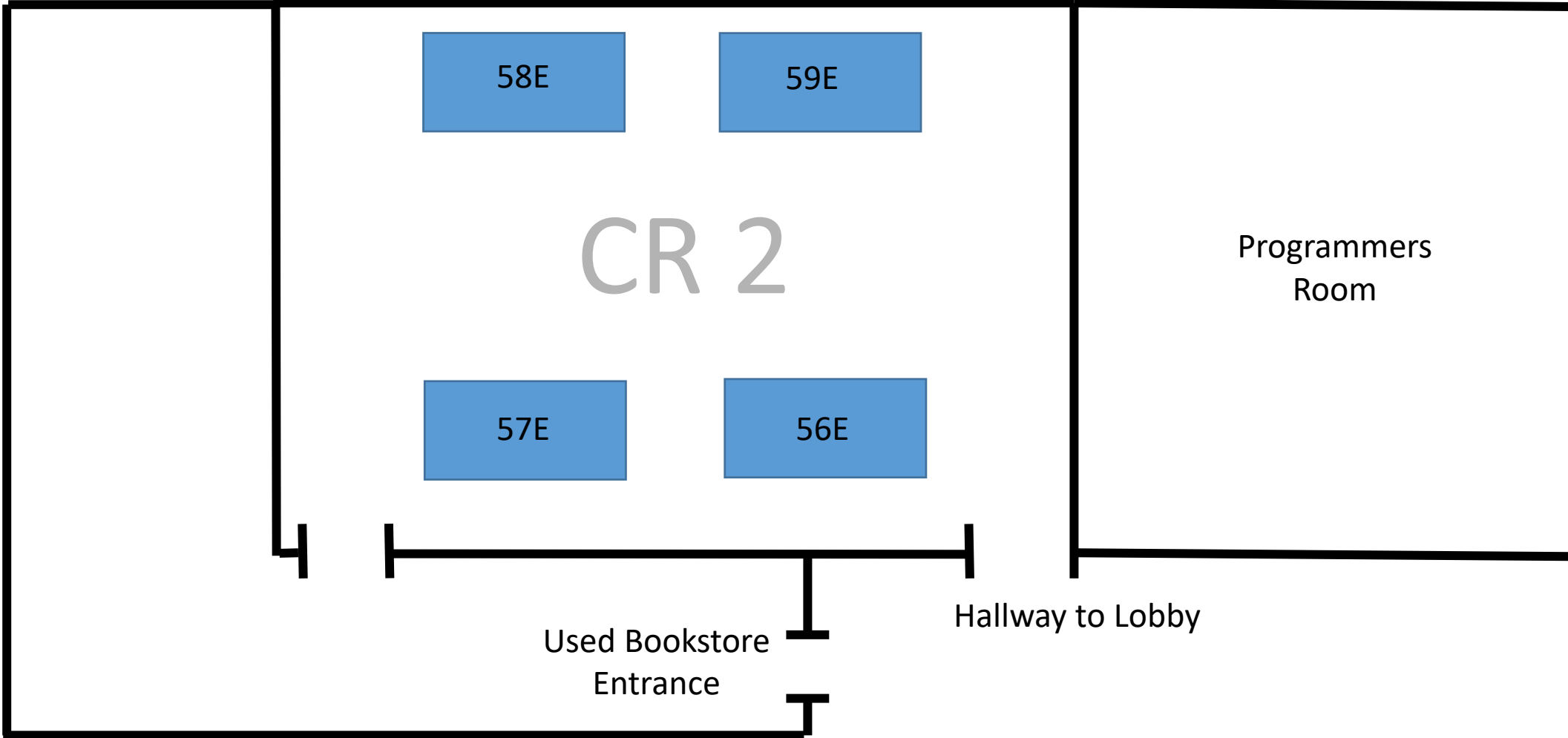
41E

36E

34E

35E

Hallway Flying Pig



58E

59E

CR 2

57E

56E

Programmers
Room

Used Bookstore
Entrance

Hallway to Lobby

