

Below are Show Rules & Regulations. Should you need assistance on the day of the event please contact Kate VanVorst, Event Coordinator at 302-853-5175.

Event Set Up & Clean Up Information:

- Vendor Set Up: 8:00 AM -10:00 AM
- Vendor Break Down: 2:00 PM - 4:00 PM.
- Event doors open to public promptly at 10:00 AM. ONLY vendors are permitted in the venue prior to 10:00 AM.
- Vendors may park in the Cape Henlopen High School parking lot.
- Refer to vendor map for specific unloading and loading location.
- All vendors are responsible for the set up and break down of their space.
- Dollies and unloading/ loading devices will not be provided.
- Vendors must complete break down and remove any trash/remaining items from the school by 4:00 PM.
- Vendors are responsible for the removal of their trash/remaining merchandise at the end of the event. Unwanted merchandise may not be disposed of on school property.
- NO EARLY BREAK DOWN PERMITTED.
- Failure to abide by set up and break down instructions will be noted and taken into consideration for future show acceptance.

Show Rules & Regulations:

- Application submission does not guarantee acceptance.
- Priority acceptance will be given to RBDBCC business members.
- Returning vendors are NOT guaranteed the same booth space as prior years.
- Vendors must stay within their 10 ft by 10 ft marked spaces and may not block walkways.
- No open containers of paint or any other liquid allowed.
- All advertising for the event will be handled by the RBDBCC only. Vendors may not place signage on school or any other property.
- Electricity is not provided.
- Tents, canopies, and tent frames are not permitted.
- WIFI access may be available but is not guaranteed.
- Only pre-approved, licensed, and insured food service vendors are permitted to sell edible items including jams, baked goods, jelly, honey, etc. Food vendors must be members of RBDBCC.
- Only items pre-approved by RBDBCC are permitted for sale/ display at booth space.
- No weapons (i.e. knives, guns, explosives, etc.), pharmaceutical products, and/ or obscene merchandise (i.e. videos, printed product—magazines, old newspapers, etc.) are permitted for sale.
- New retail/ commercial merchandise may be sold by RBDBCC members ONLY; this includes “Home Party Vendors” i.e. LuLaRoe, Scentsy, Thirty-One, etc. “Home Party Vendor” acceptance will be limited.
- RBDBCC has the authority to request the removal of unapproved merchandise from a booth space at any point during the show.
- Vendors who do not comply with the provided rules/ regulations may be denied space at future events.
- Vendors who are a no show without prior notification may be denied space at future events.