



# VENDOR RULES, REQUIREMENTS & INFORMATION



## VENDOR SPACE REQUIREMENTS

- All outdoor vendor spaces are 10x10. Vendors must remain within their assigned space at all times.
- Vendors are responsible for providing their own canopy, tables, chairs, displays, and setup materials.
- All canopies must be fully set up by the designated setup time listed on your application.
- **ALL tents are required to have weights – NO exceptions.**



## ARRIVAL & CHECK-IN POLICY

- Vendors will be assigned an arrival/check-in time prior to the event.
- Upon arrival, vendors will be greeted by a staff member who will direct them to their assigned space.
- Vendors are expected to follow all check-in instructions to help maintain a smooth and organized setup process.
- If you arrive after the designated cutoff time listed on your application, entry and/or booth placement will be at the discretion of event staff.
- Late arrivals may be reassigned to a different location depending on event logistics and safety needs.



## FOOD VENDOR REQUIREMENTS

- All pre-packaged food vendors must possess a valid Cottage Food Permit and/or Temporary Food Facility (TFF) Permit from the county in which they reside.
- No other certificates or permits will be accepted.
- A current copy of the required permit must be submitted with your application.



## PROHIBITED ITEMS

The following items are strictly prohibited:

- Silly String
- Smoke Bombs
- Stink Bombs
- Snappers
- Radios
- Guns
- Ammunition
- Adult-themed merchandise
- Alcohol
- Drug paraphernalia

Any vendor found selling or displaying prohibited items may be removed immediately without refund.



## VENDOR SELECTION & ACCEPTANCE

- To create a balanced and profitable event for all participants, we attempt to limit the number of vendors offering similar items or services. However, exclusivity is not guaranteed.
- Submission of an application does not guarantee acceptance.
- Accepted vendors will typically be contacted via email within 48-72 hours.



## LIABILITY & DAMAGES

Where's The Event, Stacey Boisseranc, venue owners, and event staff are not responsible for theft, lost items, damaged property, or personal injury related to participation in the event.

Vendors agree to:

- Assume responsibility for their own property and setup
- Reimburse Where's The Event for any damages caused by their booth, products, or activities
- Release and waive any claims against the event hosts, coordinators, and staff related to participation in the event



## BOOTH ASSIGNMENT POLICY

- Booth spaces may not be reassigned, shared, or sublet without prior approval from Where's The Event management.
- Event staff reserve the right to adjust booth placements when necessary for safety, spacing, or operational purposes.



## VENDOR SCHEDULING & PAYMENT POLICY

To help maintain a smooth, reliable, and successful market experience for all vendors:

- Requested dates are reserved once your application is approved and invoices are issued accordingly.
- Spaces are not secured until payment is received.
- Unpaid invoices do not guarantee booth placement.
- Consistent communication is required regarding attendance and scheduling.

### CANCELLATION & REMOVAL POLICY

Last-minute cancellations and unpaid invoices make it difficult to fill vendor spaces and negatively impact event operations.

Vendors who accumulate:

- Three unpaid invoices, or
- Repeated last-minute cancellations may be removed from the vendor schedule for the remainder of the season.



## REFUND & WEATHER POLICY

- All vendor fees are non-refundable and non-transferable.
- No refunds will be issued for cancellations, no-shows, or removal from the event.
- If an event is closed by staff due to inclement weather, vendor fees may be rolled over to a future event date at the discretion of event management.
- Event credits, when offered, are specific to the original event and may not be transferred to another vendor.



## VENDOR CONDUCT & PROFESSIONALISM

All vendors are expected to:

- Maintain polite, respectful, and professional behavior toward guests, fellow vendors, and event staff.
- Use appropriate language and conduct themselves with proper decorum at all times.
- Dress appropriately for a family-friendly public event environment.

Failure to comply with conduct expectations may result in:

- Immediate removal from the event
- Loss of future vendor opportunities
- No refund of vendor fees



## BOOTH APPEARANCE STANDARDS

To maintain a high-quality and professional market atmosphere:

- All tables must be covered with table drapes or fitted tablecloths.
- Vendors may not sell directly from storage boxes or containers.
- Booths must be clean, organized, aesthetically pleasing, and inviting.
- Signs must be professional in appearance.
- No flashing, blinking, or strobe lights are permitted.
- Booths may only promote your business name and products.

## POLITICAL & SENSITIVE CONTENT POLICY

This is a professional, family-friendly market environment.

The following are not permitted:

- Political flags or banners
- Political messaging
- Displays promoting controversial or sensitive personal views

Booths should remain focused solely on business branding and products.



## CLEAN-UP RESPONSIBILITIES

Vendors are responsible for maintaining a clean booth area throughout the event.

- Vendors must leave their space in the same condition it was found.
- Large boxes, containers, bottles, and supply materials must be removed by the vendor.
- Medium and small trash may be disposed of in designated garbage containers.

Failure to properly clean your area may result in:

- Notes on your vendor record
- Removal from future events

*Thank you for helping us maintain a dependable, professional, and supportive vendor community.*