



Vendor/Exhibitor Terms and Conditions

To ensure a pleasant experience for our audience and all exhibitors, we reserve the right to limit exhibitors from home-based businesses (Pampered Chef, Mary Kay, etc.) to one per company. If you are a home-based business and are curious if one of your peers is already attending, please email us at events@ccpfc.org.

Move-In and Set-up. Exhibitors may move items into the event space on Friday, February 14, 2025, between 1:00 and 3:00 p.m. The event space will re-open for exhibitors on Saturday, February 15, 2025, at 7:30 a.m. **ALL** exhibits must be set up by 9:30 a.m.

Move-Out. The Exhibitor agrees not to disassemble their display until 2 p.m. Saturday. Display must be staffed during all event hours. Exhibits cannot be dismantled during event hours. A penalty of \$200.00 may be enforced if any part of the Exhibitor display is disassembled during event hours.

Payment. Payment is due when the Vendor Agreement is submitted. The deadline is **5:00 pm Monday, February 3, 2025, or when all spaces are filled**, whichever occurs first. No exhibitor space may be reserved without a completed agreement and payment.

Cancelation Policy. All cancellations are subject to a cancelation fee of 50% of the contracted vendor amount if canceled after **5:00 pm, Monday, February 3, 2025**. After this date, no refunds will be given.

Space assignment and description. The contracted space will be used solely by the Exhibitor whose name appears on the vendor agreement. Exhibitor space may not be transferred, assigned, sublet, or shared with others without written permission from the Event Manager at the Partnership for Children of Cumberland County (PFC). Each booth will be piped and draped. Each booth includes one table and two chairs. Exhibitors cannot change location after assignment unless pre-approved by the event manager. The event manager reserves the right to change the floor plan as deemed necessary. Management reserves the right to alter the number of booth spaces, limit the number of exhibitors in each business category, and relocate exhibitors for the sole purpose of consolidating traffic flow.

General Conditions. All exhibitors must provide a family-friendly activity at their exhibit space. Partnership for Children of Cumberland County (PFC) reserves the right to decline or prohibit any exhibit or proposed exhibit that, in its opinion, is unsuitable for the expected audience. The reservation concerns persons, things, conduct, printed matter, souvenirs, catalogs, and all other things which affect the character of the event. Exhibitors have the right to distribute catalogs, souvenirs, and other matters directly related to their business only and from the space assigned to them.

Selling and Dispensing Advertising Materials. Partnership for Children of Cumberland County (PFC) reserves the right to restrict or remove signs, literature, and business cards of businesses or persons not leasing separate exhibit space. An Exhibitor may only display signs, dispense literature and advertising materials, and sell items pertaining to their particular business within their booth space. This applies to, but is not limited to, any advertising containing businesses, which, in the opinion of PFC, could lease separate exhibit space in the event. Items for sale **MUST** be part of the Exhibitor's regular commerce. **NO FOOD SALES ARE ALLOWED.**

Noise. Musical instruments and audiovisuals may be operated under the following regulations: 1) The volume of all above-mentioned equipment must be kept to a minimum. 2) Management will ask the exhibitor to reduce the volume if

complaints are registered. If complaints persist, Management reserves the right to expel any Exhibitor refusing to abide by the aforementioned rules. 3) Exhibitors cannot use loudspeakers, amplifiers, or video or film equipment in their booths except by special arrangement with Management.

Exhibit Display. Exhibitors must not extend their displays beyond the space allotted. The exhibitor agrees not to obstruct aisles of access to neighboring booths nor conduct or operate its exhibit to cause interference with, annoyance, or endangerment to other exhibitors or visitors. Distribution of printed materials must be confined to the allotted areas. Only exhibitors will be allowed to distribute materials. All exhibitors may equip their exhibition with décors such as furniture, lamps, potted plants, and flowers, provided they are in accordance with the general decorative scheme. They do not obstruct a general view of the event decorations or other exhibitors. All decorations, signs, banners, etc., may not be taped, nailed, or otherwise attached to any painted surface, wall, or hanging drape. Management must approve any special decorations or signs regarding the location and method of installation. Exhibitor shall not injure, mar, or deface the center or the grounds outside the facility. Exhibitor shall not drive any nails, hooks, tacks, or screws in any part of the facilities, tables, chairs, or drape, nor shall it make any alteration of any kind therein. Any Exhibitor who mars facility property or any other vendor or exhibitor's property shall pay Partnership for Children of Cumberland County such sums as necessary to restore the damaged property to its original condition if the act, default, or negligence of the Exhibitor shall damage any portion thereof.

Security. One person must be present at each booth at all times during event hours. Partnership for Children of Cumberland County, venue management, venue owner, and any other parties participating in this event are not held responsible for lost, stolen, or damaged property.

Electrical (110V). Electricity is included in your booth fee. Exhibitors must supply their own power cords and be of sufficient rating to meet the power demands of their equipment (though a shorter cord may suffice, a 25' heavy-duty cord is recommended). 120-volt electrical connections are available at an additional cost but must be included with the booth reservation.

Wi-Fi. Wi-Fi is also included in your booth fee. A Wi-Fi code will be provided on the day of the event. Wi-Fi is intended to be used for the sole purpose of conducting business. Wi-Fi is not intended for personal use.

Liability. It is specifically agreed that exhibitors shall assume all responsibility for damage to rooms or properties thereof and will not hold Partnership for Children of Cumberland County (PFC), Venue Management, Venue Owner, nor any other contractors who take part in this event responsible for any liability which might ensue from any cause whatsoever. Since every precaution will be taken to protect against material loss during the event, neither the PFC nor The Venue can be held responsible for such losses. Any damage to Venue property is the sole responsibility of the exhibitor causing such damage or defacement.

Interruption or Termination. It is understood and agreed that Partnership for Children (PFC) reserves the right to interrupt or terminate the event when, in the judgment of PFC and/or Venue, such interruption or termination is necessary to protect public order or safety. Exhibitor waives any claim against PFC and Venue for refund, damages, or compensation should the event, and therefore this Agreement, be so interrupted or terminated. In addition, if any portion of the exhibition area is destroyed or damaged by fire or any other cause in the space reserved hereunder or if any casualty renders fulfillment impossible or impractical, then this Agreement shall terminate. Neither PFC nor Venue shall be liable for any refund or damages to the Exhibitor. Exhibitor further assumes the risk of any prevention or interruption at the event due to strikes, lockouts, labor disputes, acts of God, structural defects in the Venue facility, hostile governmental action, riot, civil commotion, or other causes beyond the reasonable control of PFC shall not be liable to Exhibitor for any refund of damages resulting therefrom.

Default. The failure of the Exhibitor to comply with any term or condition of the Agreement shall constitute default. In addition to the specific remedies set forth elsewhere in this Agreement, Exhibitor's default shall entitle Partnership for Children of Cumberland County at its election to immediate termination of this Agreement, to injunctive relief, and/or to the recovery of all damages resulting from Exhibitor's default. The remedies set forth in this Agreement are cumulative.