



Vendor Terms and Conditions

To ensure a pleasant experience for our audience and all Vendors, we reserve the right to limit Vendors 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. The event space will open for Vendors on Saturday, November 15, 2025, at 10:30 a.m. **ALL** exhibits must be set up by 12:30 p.m.

Move-Out. The Vendor agrees not to disassemble their display until 5 p.m. Saturday. The display must be staffed during all event hours, and exhibits cannot be dismantled during event hours. A penalty of \$200.00 may be enforced if any part of the Vendor's display is disassembled during event hours.

Payment. Payment is due when the Vendor Agreement is submitted. The deadline is **5:00 pm Monday, October 13, 2025, or when all spaces are filled**, whichever occurs first. No Vendor space may be reserved without a completed agreement and payment.

Cancellation Policy. All cancellations are subject to a cancellation fee of 50% of the contracted vendor amount if canceled after **5:00 pm, Monday, October 13, 2025**. After this date, no refunds will be given.

Space assignment and description. The contracted space will be used solely by the Vendor whose name appears on the vendor agreement. Vendor 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 contracted space is 10' x 10'. The Vendor is responsible for all items in the space. Vendors 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 Vendors in each business category, and relocate Vendors to consolidate traffic flow.

General Conditions. All Vendors must be family-friendly in 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 children. The reservation concerns persons, things, conduct, printed matter, souvenirs, catalogs, and all other things that affect the character of the event. Vendors have the right to distribute catalogs, souvenirs, and other materials 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. A Vendor 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 Vendor's regular commerce.

Noise. Musical instruments and audiovisuals may be operated under the following regulations: 1) The volume of all the above-mentioned equipment must be kept to a minimum. 2) Management will ask the Vendor to reduce the volume if complaints are registered. If complaints persist, Management reserves the right to expel any Vendor refusing to abide by the aforementioned rules. 3) Vendors cannot use loudspeakers, amplifiers, or video or film equipment in their booths except by special arrangement with Management.

Exhibit Display. Vendors must not extend their displays beyond the space allotted. The Vendor agrees not to obstruct access to neighboring booths nor conduct or operate its exhibit to cause interference with, annoyance, or endangerment to other Vendors or visitors. Distribution of printed materials must be confined to the allotted areas. Only Vendors will be allowed to distribute materials. Vendor shall not injure, mar, or deface the center or the grounds of the event venue. Vendor shall not drive any nails, hooks, tacks, or screws in any part of the facilities, tables, or wooden surfaces, nor shall it make any alteration of any kind therein. Any Vendor who mars facility property or any other vendor or Vendor'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 Vendor 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 and Wi-Fi. Neither electricity nor WIFI is included in the exhibition space.

Liability. It is specifically agreed that Vendors 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 Vendor 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. Vendor 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 Vendor. Vendor 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 Vendor for any refund of damages resulting therefrom.

Default. The failure of the Vendor 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, Vendor'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 Vendor's default. The remedies set forth in this Agreement are cumulative.