****RULES & TERMS OF AGREEMENT

 For Vendors / Exhibitors

EXPO HOURS:

Saturday 10am – 7pm. Sunday 10.30 – 6pm

SET UP: Friday afternoon – time to be determined,

 **Saturday**: 7.30am - 9.45am**,**

 **Sunday**: 8.30am-10.15am

Opening Ceremony: Saturday 9.45am

* **Spirit Guided Portraits LLC** is the promotor of the ***Int’l Conscious Connections*** ***Holistic & Spiritual Art Expo*** and its representatives are not responsible for any loss, damage or injury as a result of vandalism, accident or any act of God.
* The Vendors have hereby given the promotor permission to photograph their exhibits, display, and themselves for future marketing use.
* **TEAR DOWN:** 6-9pm Sunday. **DO NOT TEAR DOWN BEFORE 6pm.** Please **remove ALL your Trash** and place in the designated bins
* **Space Sharing:** Both parties must each complete Application Form and sign the Vendors Rules Form.
* **Aisle Space**: All Aisles must be kept clear, no obstructions. Displays cannot extend beyond allotted space.
* **Draping**: No decorative or structural signs, banners maybe hung from overhead beams, columns, handrails, utility pipes or exterior walls. This includes tapes, staples or tacking on any building surface, including walls, doors and floors etc. Items will be removed at the exhibitor’s expense.
* **Goods & Services**: All products, equipment, or services to be sold, offered, or marketed in during the expo must be listed on the Application form under the heading "**Products Sold**".
* **Manning Booth**: It is expected that the exhibitor will have personnel in the booth throughout the expo hours. **NO EARLY TEARDOWN SHOULD TAKE PLACE.**
* **Animals/Pets**: Only Service animals are welcome, with valid paper work to verify this.
* **Balloons, Glitter, Candles, Incense, Flame Torches or Smoking:** are not permitted whatsoever. Nor is rice, burning of sage or pressurized containers with flammable propellants permitted.
* **Reader's booths** may **NOT** sell any products. Readers booth may have only one reader.
* **Noise:** Exhibitor’s should be aware of the noise level within their booth, so as not to disturb or disrupt other exhibitors or create a nuisance That includes **singing bowls, drumming, or other loud sounds - soft music may be played, if it is not disturbing your neighbors.**
* **Security and Risk of Loss**: Although the Promoter will endeavor to provide basic security during the Expo, Promoter is not liable for any lost, damage, stolen goods or equipment, and personal property. Exhibitors are advised to carry their own property and casualty insurance to cover losses from whatever source.
* **Event Security**: All the rooms will be locked up during the evening with security doing random checks. Please cover your booths with a cloth.
* **Financial Responsibility**: Exhibitor/Vendor is financially responsible for any damage caused to booths, decorations, Exhibit Hall property, any injuries and damages to third persons or their property that is caused by or originates in exhibitor's booth or through exhibitor's action. Third persons include, but are not limited to, business guests, invitees, others in attendance at Expo, other exhibitors, show staff, and any other persons at the Expo. Exhibitor/Vendor shall protect the Promoter from all such claims, defend the Promoter from such claims, and hold the Promoter harmless from all such claims and the expenses thereof including the costs and attorney fees incurred in defending such claims, and shall pay all such claims for which any legal liability is established.
* **Sales Permits & Tax**: Is the sole responsibility of the exhibitor/vendor to collect all appropriate sales tax.
* **Compliance with Laws**: Exhibitor will abide by all Federal, State, and City laws pertaining to fire, safety, and behavior. (All booth materials and covers must be flame retardant).

**BOOTHS:**

* **The Expo reserves the right to move or relocate the exhibitor’s booth or modify the event floor plan for the improvement of the event.**
* Moving booths is not allowed once assigned unless approved.
* Colors are Gold and Purple
* All general booths have a 6ft table, 2 chairs, table cloth and skirt. You may bring your own extra tables and chairs or purchase additional from us.
* Readers booths have a 4ft card table and 2 chairs, table cloth and skirt and 8/7ftft drapes on 3 sides.
* There will be table available where you can place printed materials for your promotion
* Electric is $30 for the weekend, add to your booth purchase. **NO Sharing of ELECTRIC SERVICES.**

**FINANCIAL DETAILS**

1. **Prepayment of Fees**: Any booth fee not paid in full at least **60 days** before the show will be liable for a late fee of **$55. You will not be allowed to set up until payment is completed.** Partial pre-payment fees shall be forfeited if full payment of the booth fees is not paid in full.
2. **Returned checks or refund**: There is a fee of $50.00 for returned, bounced checks.
3. **Unavoidable Cancellation or Termination**: Exhibitors bear risk of loss through Expo cancellation or termination for which the Promoter bears no responsibility. In the event any outside force, beyond the Promoter's control, cancels the Expo or prevents it from taking place or continuing, such as, but not limited to, weather, acts of God, acts of civil disobedience or terrorism, acts of war or work stoppage, the Promoter reserves the right to retain payments made by the Exhibitors to defray all Promoter's expenses and losses.
4. **REFUND & CANCELLATION POLICY**: All deposits and booth payments are **NON-REFUNDABLE** and will **NOT** be carried over to subsequent events. It is the exhibitor’s responsibility to assure that they have obtained appropriate insurance to cover any unexpected occurrences that may affect their ability to attend. All cancellations once accepted are firm, the promotor is under no obligation to rescind cancellations or carry over deposits or payments to subsequent events.
5. **Promoter's Decisions Binding**: Any decisions concerning the operation of the Expo, conduct at the booths, in the aisles, not otherwise covered by these rules is subject to the sole decision of the Promoter.
6. **Violation Consequences**: Violation of any of these terms, conditions made by the Promoter in accordance with this contract may subject the Exhibitor to immediate expulsion from the Expo, and the Exhibitor's property will be immediately removed at the Exhibitor's expense. The Exhibitor shall forfeit all payments made under the contract at the sole and exclusive discretion of the Promoter. Exhibitor shall not be relieved of any other liabilities and responsibilities under the terms and conditions of the contract.

**I agree to the rules and terms of this agreement as listed above for all Expo’s l participate in that are produced and organized by this promotor.**

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**SIGNATURE & DATE**

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**PRINT NAME**

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 **Company Name**

 **BOOTH NO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***This form must be signed and returned with your Application Form.***

Spirit Guided Portraits LLC,

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Phone: 757 288 4756