

MILL CITY EVENTS BY TARA
VENDOR POLICY AGREEMENT
& PARTICIPATION TERMS

Please read all policies carefully before submitting your vendor application and payment.

By registering for an event organized by Mill City Events by Tara, the vendor acknowledges and agrees to comply with all policies outlined below.

1. PAYMENT & REGISTRATION

Payment is due upon requesting and completing the vendor application. All payments must be submitted within 24 hours of the application request to secure your space.

Failure to submit payment within the required timeframe may result in the loss of your requested space.

2. FOOD VENDOR REQUIREMENTS

All food vendors must maintain the appropriate licenses and permits required to operate their businesses. Vendors are required to display applicable Board of Health (BOH) certificates and documentation issued by the city or state in which they operate, as required by law.

Vendors are responsible for ensuring that all food preparation, handling, storage, and sales comply with applicable local and state regulations.

3. SAFETY & CLEANLINESS POLICY

All vendors are responsible for maintaining a clean, orderly, and safe vendor space throughout the event.

- All merchandise, displays, tables, and equipment must remain within the vendor's assigned space.
- Aisles, walkways, entrances, and emergency exits must remain clear at all times.
- Vendors must maintain their designated area and remove their trash and belongings before leaving.
- Vendors must comply with all applicable venue safety requirements and event organizer instructions.

4. ADVERTISING & PROMOTIONAL POLICY

All vendors are required to share and promote the events for which they have registered with Mill City Events by Tara.

Mill City Events by Tara retains ownership and control of the official event marketing and promotional materials it creates and distributes. Vendors may share official promotional materials but may not alter, edit, or modify event flyers, graphics, or other marketing materials without prior written permission.

Vendors are encouraged to actively promote their participation to help increase event attendance and support the success of the small business community.

5. WEATHER CANCELLATIONS, REFUNDS & EVENT CREDITS

Event cancellations by Mill City Events by Tara or the venue

If an event must be canceled due to weather or unforeseen circumstances, Mill City Events by Tara will make every reasonable effort to provide at least 24 hours' notice when circumstances permit.

When an event is canceled by Mill City Events by Tara or the venue, vendor payments will be issued as a credit toward a future eligible event. No monetary refunds will be issued.

Vendor cancellations and no-shows

If a vendor cancels their participation or fails to attend an event, no refund or event credit will be issued. See vendor conduct and termination.

Weather-related backup dates

If an alternate date is available for potential inclement weather, the backup date will be communicated in advance whenever possible so vendors can plan accordingly.

Credit restrictions

- Credits may not be applied to school events or fundraisers, unless the canceled event was a school event or fundraiser.
- Credits are non-transferable unless expressly approved in writing by Mill City Events by Tara.
- Credits will be forfeited if a vendor closes their business or moves out of the area.

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6. VENDOR CONDUCT & TERMINATION

Mill City Events by Tara reserves the right to remove a vendor from a current event and cancel their participation in future registered events if the vendor violates this agreement or engages in conduct that disrupts the event, compromises safety, or negatively impacts the event or its participants.

A No-Call, No-Show occurs when a vendor fails to attend a registered event without providing prior written notice.

In the event of a No-Call, No-Show, Mill City Events by Tara reserves the right to temporarily or permanently prohibit the vendor from participating in future events and promotions.

No refunds or credits will be issued for removal, cancellation, or termination resulting from a vendor's policy violation. Fees paid for future registrations that are canceled as a result of such violations will be forfeited, subject to applicable law.

7. MANDATORY ATTENDANCE RECONFIRMATION

All vendors are required to reconfirm their attendance in writing for each registered event.

Event Name: _____

Reconfirmation Deadline: No later than 72 hours before the scheduled event start time.

Required Method: Email millcitycraftfairs@gmail.com.

Vendors must clearly confirm that they intend to attend and participate in the registered event.

Failure to submit written reconfirmation by the deadline constitutes a violation of this agreement. Mill City Events by Tara reserves the right to cancel the vendor's registration, release the assigned booth or table space, and offer the space to another vendor.

All fees and deposits paid will remain non-refundable in accordance with this agreement and applicable law.

Vendors are responsible for meeting the reconfirmation deadline even if they have already paid their registration fee.

8. ARRIVAL & SETUP REQUIREMENTS

Vendors must arrive within their assigned setup window and be ready to follow all setup instructions.

Late Arrival Policy

- Vendors who anticipate arriving late must notify Mill City Events by Tara in writing by emailing millcitycraftfairs@gmail.com.
- Vendors arriving one hour or more after the scheduled setup time will not be permitted to set up, whether or not prior notice was provided.
- Vendors who arrive late without written notification may be denied setup at the organizer's discretion.
- No refunds or credits will be issued for vendors who are denied setup due to late arrival.

Late arrivals can disrupt neighboring vendors, delay event preparations, and create parking and access difficulties. These requirements are in place to ensure a smooth and organized event for everyone.

9. LIABILITY & PERSONAL PROPERTY

By submitting an application and participating in an event, the vendor acknowledges that Mill City Events by Tara has not assumed responsibility for the vendor's merchandise, equipment, personal property, or business activities.

To the extent permitted by applicable law, Mill City Events by Tara disclaims responsibility for loss of or damage to vendor property and for personal injury arising from or related to vendor participation.

Vendors are responsible for securing their merchandise, equipment, displays, and personal belongings and are encouraged to maintain appropriate business and liability insurance.

Nothing in this agreement waives any rights or obligations that cannot legally be waived under applicable law.

10. EVENT COMMUNICATIONS & SETUP INFORMATION

All registered participants will receive an email approximately one month before the event containing a link to a private Facebook group created for event communication.

The private group will be used to communicate important information, including:

- Vendor setup instructions and arrival times
- Event floor plans and assigned spaces

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- Parking information and venue-specific requirements
- Event updates, reminders, and announcements

Setup information will also be emailed approximately two weeks before the event.

Vendors are responsible for reviewing all communications, checking the private group for updates, and emailing millcitycraftfairs@gmail.com with any questions or concerns.

Failure to review posted instructions does not exempt a vendor from complying with the event requirements.

11. SALES TAX COMPLIANCE

Mill City Events by Tara expects all participating vendors to comply with applicable federal, state, and local laws and regulations, including sales tax collection, reporting, and remittance requirements.

Each vendor is independently responsible for obtaining any required permits, registrations, licenses, and tax documentation applicable to their business and products.