

## **General Terms and Conditions for Vendors at the Gluten Free Goodness Expo**

### **1. Application and Acceptance**

- All vendor applications must be submitted by the stated deadline.
- Submission of an application does not guarantee acceptance. Vendors will be notified of their acceptance status via email.
- The organizers reserve the right to select vendors based on the relevance and quality of their products or services.

### **2. Payment and Fees**

- Upon acceptance, an invoice will be sent.
- A non-refundable deposit of 50% is required within 7 days of acceptance to hold your booth reservation, with the remaining balance due no later than date stated on invoice. (30 days prior to event date)
- If deposit is not received within 7 days of invoice, your booth reservation will no longer be held.
- Full payment must be made by the specified deadline to secure your booth space.
- If you need a payment plan or extension, please contact us ASAP to avoid any late fees or the risk of forfeiting your space.
- Payment methods accepted include credit card, e-transfer, or other methods as specified by the organizers.
- Failure to pay the full amount by the deadline will result in forfeiture of your booth space.
- Fees are non-refundable except in cases of event cancellation by the organizers.
- Late payments may incur an additional fee of \$25.00.

### **3. Booth Space and Setup**

- Booth spaces will be assigned by the organizers to ensure a balanced and diverse layout.
- Exhibitor space is either 10'x5' or 10'x10' and includes one chair. Tables are included at Ancaster Fairgrounds but are not included at SAIB, and can be rented for an additional fee.
- Vendors are responsible for setting up and dismantling their booths within the designated times.
- Exhibitors may begin to dismantle their booth following the conclusion of the show (i.e., 4:01 PM) and only when all customers have safely exited the show floor.
- No space may be dismantled in part or whole prior to the conclusion of the show (i.e., do not dismantle before 4:00 PM). If you do, you may be billed a \$25.00 fine and will not be invited to future events.
- Exhibitors may only use the allotted rented space. Encroaching on neighbouring spaces or common areas (aisles) is strictly prohibited.
- All tables must be covered with a table skirt or tablecloth that reaches the floor to hide any storage or boxes. Applicants must provide their own table coverings.

- Exhibitor is strictly prohibited to apply or attach pins, tape, tac, glue, or other adhesives to building columns, floors, walls, or other components not belonging to the Exhibitor. The exhibitor will be liable for any costs incurred due to non-compliance.
- Exhibitors must maintain a clean area and are responsible for placing garbage, bags, and boxes in garbage receptacles provided.

#### **4. Products and Services**

- All products sold or displayed must be gluten-free and align with the event's theme and mission.
- Vendors are prohibited from displaying or selling items that are not listed on their original application unless prior approval is obtained.
- Vendors must comply with all health and safety regulations, including those specific to food handling if applicable. Special Event Food Vendor Application Forms are required and must be submitted no later than 30 days prior to the event.

#### **5. Event Conduct**

- Vendors must conduct themselves in a professional and respectful manner at all times.
- Vendors may not engage in activities that disrupt the event, other vendors, or attendees.
- Noise levels, including music or promotional audio, must be kept at an acceptable level as determined by the organizers.

#### **6. Liability and Insurance**

- Jackie Fenton Agency (JFA) will not be liable for loss or damage of vendor property.
- Since the exhibitor is at his/her own risk in every respect, he/she must carry general public liability insurance, and provide proof if requested, covering bodily injury and property damage for a minimum inclusive limit of \$2 million.
- Exhibitors wishing to insure their goods must do so at their own accord.
- Exhibitors agree to exclude Jackie Fenton Agency from any claims arising from their participation in Gluten Free Goodness Expo.
- Vendors agree to indemnify and hold harmless the organizers, venue, and their representatives from any claims or liabilities arising from their participation.

#### **7. Cancellation and Force Majeure**

- In the event of cancellation by the vendor, no refunds will be provided.
- If the event is canceled due to circumstances beyond the organizers' control, the organizers will notify vendors as soon as possible and provide guidance regarding next steps.

#### **8. Compliance**

- Vendors must comply with all applicable local, provincial, and federal laws and regulations.

- Vendors are responsible for collecting and remitting applicable sales taxes for their products.

## **9. Photography and Marketing**

- By participating in the event, vendors consent to the use of photographs or videos of their booth and products for promotional purposes. Please contact us directly if you would prefer to opt out of this clause.

## **10. Amendments**

- The organizers reserve the right to amend these terms and conditions at any time. Vendors will be notified of any changes in writing.

**Acknowledgment and Agreement** By participating in the Gluten Free Goodness Expo, vendors agree to adhere to these terms and conditions. Failure to comply may result in the termination of participation without refund.

For questions or additional information, please contact the event organizers at [info@gfgoodnessexpo.ca](mailto:info@gfgoodnessexpo.ca).