



Vendor Participation Agreement (Short Form)

This Vendor Participation Agreement ("Agreement") is between **HGH Productions LLC, dba Salty City Exchange** ("Organizer") and the undersigned Vendor.

Event Details

- **Event:** November Trunk Show
 - **Venue:** The Hearth
 - **Date:** _____
 - **Event Hours:** 10:00 AM - 2:00 PM
 - **Setup:** 8:00 AM - 9:45 AM
 - **Teardown:** 2:00 PM
 - **Booth Size:** 10X10, 10X5 or Food Truck
 - **Rate:** _____
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Vendor Participation Terms

1. Booth & Participation

- Booth assignments [Pending]
- Vendors may begin setup only during the designated load-in time.

- Booths must remain open, staffed, and operational during event hours.
- Early teardown or abandonment of a booth is not permitted without prior approval.

2. Fees & Payment

- Booth fees are due in full upon acceptance to confirm participation.
- All fees are non-refundable unless the event is canceled by the Organizer.

3. Vendor Responsibilities

Vendors agree to:

- Operate their booth in a professional, respectful manner.
- Maintain a clean, safe, and organized booth space.
- Provide their own displays, signage, extension cords, and materials.
- Remove all items and clean their area during teardown.

Children under 16 must be supervised and may not handle sales or equipment.

4. Permits & Compliance

- Vendors are responsible for obtaining all required licenses, permits, and tax registrations.
- Food, beverage, or service-based vendors must comply with all applicable health and safety regulations.
- Vendors are responsible for collecting and remitting their own sales tax.

5. Liability & Insurance

- Vendors participate at their own risk.
- The Organizer and venue are not responsible for loss, theft, injury, or damage.

- Vendors must maintain appropriate insurance for their business and activities.

6. Conduct & Event Rules

- Respectful behavior toward staff, guests, and other vendors is required.
- No smoking, vaping, open flames, or excessive noise in booth areas.
- Alcohol sales are not permitted without written approval from the Organizer and venue.
- The organizer reserves the right to remove any vendor for unsafe or unprofessional conduct without refund.

7. Marketing & Media

- The Organizer may promote the event and participating vendors using photos, logos, or booth imagery.

8. Cancellation & Force Majeure

- The Organizer may cancel or modify the event due to circumstances beyond control (weather, venue issues, public safety concerns).
- If the event is canceled by the Organizer, booth fees will be refunded.

Agreement & Signatures

By signing below, the Vendor agrees to the terms outlined above.

Organizer:

Name: Suzi Hodges

Signature: _____ Date: 8/23/26

Vendor:

Business Name: _____

Representative Name: _____

Please provide one:

Sales Special Event Tax ID (SSE) _____

Social Security (SSN) _____

Sales Tax Account ID (STC) _____

Signature: _____ Date: _____