



Vendor Booth Guidelines

“VENDOR” agrees to be bound by each and every term set forth herein. If the Vendor violates any term of this agreement, Loman Creative Services and/or the authorized agents of Loman Creative Services may within their sole discretion and at any time (1) terminate this agreement, (2) require Vendor, immediately upon notice of violation of this agreement, to cease operations and vacate the premises, and (3) forfeit any and all fees paid to Loman Creative Services for the right and privilege of participating in the (Testimony Open Mic Event). This agreement represents the entire agreement between Loman Creative Services and the

Vendor and may not be amended without the mutual consent of both parties set forth in writing and signed by authorized representatives of Loman Creative Services and the Vendor.

1. Parking: No designated parking is provided or vendors.
2. Set up: Vendors are allowed to set up the assigned space between 6:30pm-7:00pm
3. Please unpack your vehicle, park, and then set up your booth.
4. Vendors hours are at their own discretion.
5. Testimony Open Mic Event hours are as follows:

7pm-9pm

Friday, March 22, 2019

Way Station Coffee Co.

10610 Ford Ave.

Richmond Hill, GA 31324

General Conditions

1. Vendor agrees to follow all rules and instructions as directed by the Vendor Director during the event. Any failure to strictly adhere to such rules or instructions may result in the immediate termination of this agreement, and immediate dismissal from the property.
2. Loman Creative Services reserves the right to change the location, dates, hours, or to terminate entirely the operation of the scheduled event at any time and without prior notice to the Vendor.
3. Loman Creative Services makes no representation or guarantees towards actual the event’s attendance.
4. Vendors are expected to keep their space clean and orderly. Vendors are responsible for removing trash from their space and properly disposing of it in appropriate receptacles.
5. The use of generators is prohibited unless there is prior approval from Loman Creative Services and reserves the right to prohibit the use of any extension cords or power strips that it determines in its sole judgment to be in an unsafe condition.
6. Vendors may not refer to themselves as a “sponsor,” “co-sponsor” or other terms conferring status other than of a participant.
7. Loman Creative Services reserves the right to restrict the sale of items considered to be of dangerous or of a destructive nature (examples: firework novelties, laser pointers, etc.).
8. Audio/video equipment may be used to demonstrate products as long as the volume is not offensive to neighboring vendors.
9. Refund Policy: No refunds shall be given for any reason. This includes and is not limited to cancellation or interruption of the Open Mic event for reasons beyond the control of Loman Creative Services, whether acts of God, weather, governmental intervention, or acts of terrorism.



10. Vendor shall not sublet its space without the express written consent of Loman Creative Services. Loman Creative Services

permits each space to be utilized by no more than one organization.

11. Vendor acknowledges and understands that they are solely responsible for the collection of any sales or use taxes and shall in no way hold Loman Creative Services or its representatives responsible for any type of permits other than for the Summit itself.

12. Vendor shall not display, offer for view, take orders for or sell any items that are imprinted, emblazoned or marked in any manner with any or all of the following words or phrases or variations of words or phrases without the express written consent of Loman Creative Services.

13. Vendor shall not display, offer for view or sale any illegal or contraband items. The laws of the State of Georgia and local ordinances of the City of Richmond Hill and Bryan County shall control. Vendors shall not display, offer for view or sale any items that are unlicensed and/or copies/interpretations of licensed or registered items at any site or operation of the Testimony Open Mic event.

1. All participants are expected to conduct themselves with courtesy and in an orderly manner. Arguments, harassment, profane language, or fighting are grounds for immediate dismissal from Loman Creative Services.

2. Vendor understands and agrees that Loman Creative Services is intended to be, and at all times shall be, a family-friendly event. Therefore, any materials that are obscene, sexually explicit, pornographic or indecent, or any item(s), material(s), or merchandise not conforming to the family atmosphere of Loman Creative Services must be removed from the vendor space upon request with no refund of vendor fees.

3. No vendor is permitted to “walk the market” with samples, coupons, or literature. Advertising and sales may only be conducted within your assigned space.

4. If children are in attendance with you, please keep them in sight and do not allow them to interfere with other vendors’ ability to conduct business.

Vendor Display Area

1. Vendors may bring their own specific branded banners for display. Tables may be covered with suitable vendor identifying logos, trademarks, photos, etc.

2. Each vendor will be provided a display table covered. A table cloth is not provided.

3. Any display units (shelves, racks, etc.) should be made of a suitable material to enhance the theme of the display or be covered, painted or in some way decorated to hide unfinished materials (unfinished plywood, particle board, etc.).

4. Signage should be neat, legible and professional looking.

5. The use of cardboard box ends or other found materials are not permitted for signage material.

6. Novelty signs are permitted but must maintain a professional appearance.

7. All merchandise and signage must be suitable for a family audience.

Dress Code and Hygiene

1. All vendors are required to maintain a neat and clean appearance that is appropriate for a business / corporate atmosphere.

2. Vendors are expected to dress casual as it is an open mic. Vendors are not permitted to wear beachwear, crop tops, clothing showing midribs, or disheveled clothing.

3. THERE IS ONLY ONE INDUSTRY PER VENDOR! NO FOOD VENDOR ACCEPTED AS WAY STATION COFFEE CO. WILL BE THE



Loman Creative Services

912-373-8093

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www.lomancreativeservices.com

ONLY FOOD VENDOR. EACH VENDOR WILL DISPLAY SERVICES OR PRODUCTS RELATED TO THAT ONE INDUSTRY. FOR EXAMPLE, IF YOU PAY FOR ONE VENDOR SPACE FOR HAND BAGS, YOU HAVE TO SET UP AS A HAND BAGS VENDOR AND NOT SELL CAR INSURANCE, MARKETING, ETC.

Loman Creative Services has the right to immediately dismiss vendors based on problems arising from poor hygiene, including offensive body odor or harsh perfumes.

Prohibitions and Restrictions

1. No pets are allowed at the Testimony Open Mic e EVENT
2. Alcoholic beverages are prohibited at all times.
3. Smoking is restricted to designated smoking areas.
4. No firearms or firearm replicas are permitted at any time.
5. No gas, propane, or working fires are permitted at any time.

Liability

1. Loman Creative Services accepts no responsibility for Vendor items, materials, or merchandise that is lost, stolen, damaged, left unattended, or left overnight. Vendor is solely responsible for the securing all its items at the CBO event at all times.
2. Vendor hereby acknowledges its liability, and agrees to compensate Way Station Coffee Co. for any damage(s) caused by, including but not limited to, its representatives, agents, employees, volunteers, members, vehicles, equipment, materials and objects to the environment and infrastructure of the Way Station Coffee Co. building which causes a need for repair, replacement, or other remuneration to the Way Station Coffee Co. for such damage.

We look forward to having you as a vendor at CBO event! If you have any questions, Please contact Bernice Loman at 912-373-8093.

You sign that you agree with these terms.

***ALL VENDORS MUST SIGN**

SIGNATURE

DATE

* I understand that signing constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance