



## Kick-off / Vendor Expo 2021 RULES & REGULATIONS

1. Registration does not confirm booth space. Payment must be received and acknowledged. No refunds will be made for any amount after August 15, 2021.
2. Vendor Expo will be held on August 21st 2021 from 11:00AM to 1:00PM. Vendors may access space for setup beginning at 10:00 AM. Setup must be complete for opening by 10:45 AM. All displays must be taken down and booths cleared by 1:30 PM.
3. Tables and electricity are NOT included with booth space but are available on a limited basis for an additional fee.
4. You cannot sublease your booth. Only vendors that are on the Vendor Agreement can occupy the space unless approval has been obtained from GPS Vnet. Vendors must promote only goods and services offered by them in the regular course of business.
5. You cannot attend the expo and hand out cards to attendees without contracting and paying for space in the expo. Report any violations to a GPS Vnet volunteer ASAP.
6. No helium balloons are allowed inside the school
7. For DJs: It is critical that you maintain a music level that will not interfere with the surrounding vendor booths.
8. Use of confetti canons is prohibited.
9. Caterers and other vendors who are serving food or drink must obey the AZ Health Department rules and regulations, and receive specific approval from GPS VNET.
10. If you are selling a product or engaging in a service subject to transaction privilege tax, you will most likely need to obtain the state transaction privilege tax (TPT) license from the Arizona Department of Revenue (commonly referred to as a sales tax, resale, wholesale, vendor or tax license). **Your licensed name must be consistent with your Booth registration name and Directory Listing.** A license may be obtained through the Arizona Department of Revenue at [http://www.azdor.gov/LinkClick.aspx?fileticket=gl6\\_bCa81vI%3d&tabid=264&mid=868](http://www.azdor.gov/LinkClick.aspx?fileticket=gl6_bCa81vI%3d&tabid=264&mid=868)
11. **Suggestions for a Successful Vendor Booth: Offer raffle prizes (this helps you gain attendees' contact info), offer free food and samples (this helps get people to your booth), provide flyers with a simple call to action. Then FOLLOW UP.**

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**RULES & REGULATIONS (Continued)**

12. It is expressly understood and agreed by the Vendor that they will make no claim of any kind against Gilbert Public School Volunteer Network (GPS Vnet), Gilbert Public Schools or its officers for any loss, damage, theft, or destruction of goods, nor for any injury that may occur to themselves or their employees while in the expo facility, nor for any damage of any nature or character whatsoever. The Vendor shall be solely responsible for its own agents and employees and to all third persons, including invitees and the public on all claims, liabilities, action, costs, damages, and expenses arising out of or relating to the custody, possession, operation, maintenance or control of said leased space or exhibit, for negligence or otherwise relating thereto, and such claims as may be asserted against it. The Vendor will keep in effect Liability Insurance.
  
13. GPS Vnet has the sole discretion for selection of vendors. You will receive a PayPal invoice to submit your payment after your registration is accepted.
  
14. Please allow 2-3 business days for us to get back to you after you have submitted your registration. We will let you know by email if you have been approved. Once approved you will get a Paypal invoice. ***We must receive your payment to guarantee your spot.***