

Thanksgiving Point Retail and Food Vendor Policies and Procedures

Agreement: Vendors may not sublet their booth space under any circumstances. Exhibitors must provide a complete list of products and services that will be promoted or sold at their booth. Please retain a copy of the signed contract and these Policies and Procedures for your records.

Cancellation: If the event is canceled by the host organization for any reason other than an act of God or act of war, all vendor fees will be refunded. The event is held rain or shine. Refunds will not be given in case of inclement weather. If you cancel one month or more prior to the event, all monies paid will be returned, less a \$30 administration fee. If you cancel within one month before the event, and if Thanksgiving Point cannot resell your booth space, you will be charged the full amount of the booth space. All cancellations must be submitted in writing. Exhibitors forfeit booth space if they have not arrived an hour before the beginning of the event. "No Show" Exhibitors will not be refunded and will risk exclusion from future participation in Thanksgiving Point Events.

Booth Cleanliness: Exhibitors are responsible for the cleanup of their booth space. Fines of up to \$200 will be charged for booths left unkempt.

Confidentiality: All information on this contract, including payment information and fees paid, between the signed party and the Event Manager is to be kept confidential. Information will not be shared or sold by either party. Sharing of information may result in loss of vendor relationships and fines.

Electricity: All electricity needs must be requested and paid for with this application.

Vendors are responsible for their own extension cords. Please provide real power numbers running at maximum capacity. If we are not informed of proper requirements, we may not be able to provide service – BE SPECIFIC!

Insurance: Exhibitors hereby agree to indemnify and hold Thanksgiving Point harmless from any liability arising out of the exhibitor's use of Thanksgiving Point during the show including load in, set up, tear down, and load out. Exhibitors are required to obtain their own insurance for general liability. Thanksgiving Point is not liable for losses or damages of any kind.

Load-in/ Load-out: Load-in will begin at **8:00am**, and vendors must arrive by **8:30am** to avoid forfeiting their booth space without a refund. Load-out will commence at **7:00pm**. Early takedown is strictly prohibited and may result in penalties or exclusion from future events. Detailed loading instructions and designated access points will be provided to vendors in advance of the event.

Food Vendor Requirements: Food vendors are required to pay a non-refundable deposit of \$300, in addition to a revenue share split, typically 80/20. Vendors must submit official sales reports at the end of each sales day and remit any owed percentages in accordance with the agreed terms. The deposit will be applied toward the amount owed under the revenue share agreement.

Vendor Pricing: Retail and food vendors are required to pay a no refundable \$150 deposit each day they attend a Thanksgiving Point event. For weekend events, vendors are required to pay a \$300 deposit.

Beverage Policy: Vendors are not permitted to sell water or standard soft drinks unless explicitly approved by the event organizer. However, vendors may offer specialty or unique beverages, subject to organizer approval.

Event Hours: Event operations will begin at **9:00am** and vendors are expected to be fully set up and operational no later than 30 minutes before opening. The event will conclude at **700Pm**.

Special Events & Exceptions: If special events such as races or performances are scheduled during the event period, adjustments to vendor arrival or setup times may be required. All relevant details will be communicated to vendors in advance.

Payment: All vendor fees must be paid in full by the due date. Payments will not be accepted after this deadline, and any unpaid booth space will be considered forfeited. Payment will be completed via Triple Seat, with detailed instructions provided in advance. Payments cannot be deferred or transferred to another date or event.

Security: While general event security will be provided, vendors remain solely responsible for the safety and security of their inventory, equipment, and merchandise. The event organizer is not liable for any theft, damage, or loss incurred during the event.

Taxes & Licensing: Vendors are responsible for complying with all applicable local, state, and federal tax regulations and licensing requirements. Vendors may be required to obtain a temporary sales tax ID specifically for this event, which is not included in the booth cost and must be paid directly to the appropriate tax authority.