

# Paganicon Vendor Policies

Twin Cities Pagan Pride (TCPP) must set and enforce certain policies and standards for Vendors in order to ensure a safe and equitable environment for all participants. Failure to follow these policies may result in expulsion from the event without refund or denial of future participation in Twin Cities Pagan Pride events.

## General Rules

1. Absolutely no selling or solicitation is to take place outside of rented booth spaces. No vendor may expand his/her display beyond the boundaries of their rented space.
2. Authorized vendor representatives must staff booths during all exhibit hours. Vendor may not arrive to set up after the vendor room/festival has opened or begin to tear down and/or leave early unless specific prior consent has been granted by a Twin Cities Pagan Pride representative.
3. Materials such as handbills or fliers may only be distributed within the Vendor's booth or at the Community Table if the event has one.
4. No vendor or agent of a vendor may promote, display, or behave in a manner considered offensive or distasteful as determined by TCPP. Examples include promoting racism, gender bias, religious bias, etc.
5. All vendors must comply with, and be bound by, all laws, ordinances, and regulations of the country, state, county, city, facility, and, if applicable, police and fire departments.
6. Banners, signs, and displays may not cause damage to facility property. Vendors are responsible for removal of their own signage, and for returning the walls to their pre-festival condition, as well as clean up of their space and removal of all items.
7. No one will be allowed in the Vendor Room during closed hours, except authorized TCPP staff. All needed items and valuables must be taken before the room closes for the evening. Exhibitors may stay no more than 30 minutes after the Vendor Room closes without the permission of the Vendor Coordinator (not including end of event tear down).
8. Vendors must make known any additional needs for tables or electricity at the time of their registration and pay any fees associated with those requests also at that time. If those requests are not made in advance, they may not be able to be accommodated and the vendor will receive no refunds or considerations in that case.

## Terms and Conditions

1. Companies, organizations, or individuals selling or promoting products or services at Twin Cities Pagan Pride events must rent exhibit space and must confine such activities to the space rented. Exceptions to this requirement must be obtained in writing from TCPP prior to the start of the event.
2. Exhibit space assignment will be confirmed only when payment is received by Twin Cities Pagan Pride. No spaces will be "held" pending payment. Failure to provide payment in a timely manner may forfeit your space.
3. Vendor fees are generally non-refundable. Exceptions may be made at TCPP's discretion, depending on how far in advance notification is given and the circumstances of the cancellation. If a vendor fails to occupy his/her space prior to the opening of the festival, TCPP has the right to use said unoccupied space to suit its own convenience, including renting said space to another vendor without rebate or allowance due to the defaulting vendor. Vendors agree that if any default is made in any covenant or agreement contained herein TCPP may, at its option, cease and terminate the contractual relationships.
4. Exhibit space will be assigned by the Operations Committee, taking into consideration each applicant's placement preferences and requests whenever possible. All decisions about exhibitor space assignments are final.
5. Vendors are solely responsible for collecting and paying all applicable city, county, state, and federal taxes on sales and promotional activities at TCPP. Vendors must fill out and submit the MN state ST19 form prior to vending at any TCPP event, and a new form must be submitted for each event.
6. TCPP is not responsible for any injury to vendor's agents, servants, employees, or damage to or theft of property from any cause prior to, during, or after the event. Vendors hereby expressly agree to indemnify and hold harmless TCPP against all claims for such loss, damage, or injury.
7. Vendors are fully responsible and liable for any loss, damage, or injury to the convention site owners or personnel resulting from vendor's displays or actions. Vendors shall indemnify, defend, or hold harmless TCPP against all claims or suits for such damage.