



TOWN OF TABER
Taber's 2nd Annual Health & Wellness Expo
Approved Vendor Guidelines

Please Coordinate Arrangements through the ACE Coordinator (403-223-6013)

Registered Vendor Guidelines:

1. Please set up your booth by 12:45pm on Saturday October 17th. The Community Center auditorium will be opened at 12:00pm for vendors to start setting up.
2. Each vendor is to provide one (1) door prize item upon arrival on October 17th.
3. What we provide (unless otherwise specified):
 - 1 x 8' rectangle table
 - 2 x folding chairs
4. This show is **NON-EXCLUSIVE** (we will allow multiple companies selling a similar product or demonstrating a similar program, however, management will do it's best to ensure there is not an abundance of similar items).
5. Exhibitors are required to keep their exhibit space free of trash, paper, etc.
6. No threatening or aggressive behavior to staff, security, volunteers, patrons or other exhibitors will be tolerated. Immediate removal of the exhibitor and no refund will be given in this instance. Any complaints must be given in writing.
7. Event management may at any time in its discretion, require the exhibitor to remove themselves, their employees and their property from the Taber Community Center for any violation of the agreement.
8. Show management reserves the right to terminate or limit any demonstrations or displays, which in its opinion, is objectionable or inappropriate due to noise, toxic fumes, exhaust or smoke, or is detrimental to the character and nature of the expo.
9. Printed material for the purposes of solicitations outside of the booth space is not allowed to be distributed during events unless authorized by management.
10. Free giveaways in your booth are limited to items not being sold by another exhibitor. Wrapped candy or non-edible items such as logoed pens are allowed.
11. All food sales and giveaways must be listed and approved by event coordinator and should be noted on your application/contract.
12. Each food exhibitor must comply with the Alberta Health Food Safety Regulations, which include applying for a special event food vendor notification.
13. Event Administration will attempt to accommodate all applications for space, but due to limited availability and selection procedures, event administration will not guarantee space allocations and we reserve the right to make changes as necessary.
14. Transference of application to a company other than whom it has been addressed is not permitted.
15. Sub-letting and sharing of exhibit space to persons or companies not indicated as an exhibitor is not permitted.
16. Exhibitors must contain all materials, demonstrations, and promotional giveaways within the boundaries of their exhibit space.
17. Direct selling is allowed, however, your entire display must remain intact throughout the entirety of the expo.
18. All sales must take place in your allotted booth. You are not permitted to leave your booth and solicit business from the aisle or adjacent booths.
19. Your booth must be manned during the entire duration of the expo.
20. The Alberta Fire Code will be adhered to governing displays and exhibits.

By signing the application / contract, you are agreeing to all above terms.