

## 2022 Exhibitor Policy

### **Pending Invoices & Cancellation**

Exhibitors must pay all pending invoices for a single event before 11:59PM on the 14<sup>th</sup> day prior to the event date. If all invoices for a single event are not paid by the due date the exhibitor will be removed from the approved exhibitor list. If any circumstances arise that the exhibitor cannot attend the event, they must contact Eclectic Candle Company as promptly as possible. If the exhibitor cancels before the 14<sup>th</sup> day prior to an event date, they are eligible for a full refund. No refund or transfer of booth space shall be granted on or after the 14<sup>th</sup> day prior to the event date.

In the event of cancellation due to a positive Covid test, you are eligible for a 50% cash refund or refund credit for the total amount paid for any single event any time prior to the event date. Must provide proof of positive Covid test result at the time of cancellation. At home tests will not be accepted.

### **Loading/Unloading & Parking**

When loading/unloading, unload all items before setting up the booth. If any exhibitor's vehicle is found in violation of standard traffic law, the owner is fully responsible for any fees or fines that follow a breach of law. Eclectic Candle Company is not responsible for any exhibitor traffic violation or damage to exhibitor vehicle. All exhibitors must move their vehicle to the designated parking area for each event.

### **COVID-19 Update**

It is recommended that all vendors and guests wear a mask but it is not required and no disciplinary action will be taken with any exhibitor that chooses not to wear a mask. All policies regarding Covid are subject to change in compliance with state and local mandates even if the changes occur on the event date.

## **Facebook**

Exhibitor posts in any event discussion board is subject to review by Eclectic Candle Company and may be rejected if found inappropriate, inaccurate, or if the post goes against Facebook Community Standards. Eclectic Candle Company is not responsible for actions taken by Facebook against the exhibitor for violating Facebook Community Standards.

## **Set-Up/Tear Down**

Set-up time varies for each event and will be communicated to each participating exhibitor for any single event. Early set up for any event prior to the set-up time is not permitted unless pre-authorized by Eclectic Candle Company. Each exhibitor booth is pre-assigned and is provided one chair. If the exhibitor opted to rent a table(s) on the application for a single event, the table(s) will be located in the pre-assigned booth space prior to the start of the event. If the exhibitor opted to rent electricity on the application for a single event, the pre-assigned booth will be located near easily accessible electricity. If the exhibitor opted to have either a table(s) or electricity and Eclectic Candle Company is unable to provide the approved and paid for accommodations, the exhibitor is eligible for a full refund of all paid invoices for the single event that the error has occurred. Exhibitors are required to remain inside the pre-assigned booth markers and may not occupy any aisle space in accordance with fire safety codes. If the exhibitor is found in violation, Eclectic Candle Company reserves the right to remove the exhibitor from the premise if the violation is not resolved prior to the start time (not set-up time) of the event.

**Thank you for your participation.**

**If you have any questions please do not hesitate to reach out.**

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