

1. Purpose of the Agreement

This Agreement establishes the rights, responsibilities, and expectations of both the Organizer and the Exhibitor to ensure a professional, safe, and successful event.

2. Organizer Responsibilities

BelleDene Events agrees to:

- Organize, promote, and manage the event
- Provide the Exhibitor with the designated booth space
- Promote the event through marketing, advertising, and partnerships
- Provide event logistics such as floor planning and vendor communication

The Organizer reserves the right to modify event logistics as needed.

3. Exhibitor Responsibilities

Exhibitors agree to:

- a. Provide their own booth displays, equipment, staffing, and materials.
- b. Operate only within their assigned booth space.
- c. Maintain a clean, professional booth presentation throughout the event.
- d. Follow all venue policies, fire codes, safety regulations, and applicable laws.
- e. Remain fully operational during all published public event hours as communicated by BelleDene Events.
- f. Not dismantle, pack, or break down their booth prior to the official event closing time unless approved by the Organizer.
- g. Conduct themselves in a professional and respectful manner toward attendees, staff, other vendors, and venue personnel.

Failure to comply may result in removal from the event without refund and may impact eligibility for future BelleDene Events.

4. Booth Assignment

Booth placement is determined by BelleDene Events.

The Organizer reserves the right to:

- Adjust the floor plan
- Relocate vendors if necessary
- Modify booth assignments to improve event flow or logistics

Booth placement is not guaranteed unless otherwise agreed in writing.

5. Vendor Categories

BelleDene Events may categorize vendors (e.g., Marketplace Vendor, Commercial Vendor, Sponsor Vendor).

Each category may have different booth sizes, fees, and privileges.

6. Payment Terms

Vendor booth space is not reserved until payment is received in full.

Payment confirms acceptance of this agreement.

Failure to complete payment may result in the booth space being reassigned.

7. No Refund Policy

All vendor payments are non-refundable.

If the Exhibitor cancels participation for any reason, no refunds or credits will be issued.

If the event is postponed due to circumstances beyond the Organizer's control, vendor payments may be applied to the rescheduled event.

8. Force Majeure

BelleDene Events shall not be liable for failure to perform obligations due to circumstances beyond its control, including but not limited to:

- Severe weather
- Natural disasters
- Government restrictions
- Public health emergencies
- Venue cancellations
- Labor strikes
- Acts of God

In such cases, the Organizer may postpone, modify, or cancel the event.

9. Liability & Indemnification

The Exhibitor agrees to indemnify and hold harmless BelleDene Events, its owners, employees, contractors, volunteers, sponsors, and venue partners from any claims, damages, injuries, losses, or expenses arising from:

- Exhibitor participation in the event
- Exhibitor staff or equipment
- Exhibitor products or services
- Any accidents, injuries, or damages occurring within the booth area

Participation is at the Exhibitor's own risk.

10. Insurance

Exhibitors are responsible for their own insurance coverage, including liability insurance and product liability insurance if applicable.

BelleDene Events is not responsible for lost, stolen, or damaged property.

11. Setup and Breakdown

Setup instructions and times will be provided prior to the event.

Exhibitors must:

- Complete setup before the event opens
- Remove all materials following event closing
- Follow venue loading and unloading rules

Early breakdown is prohibited and may result in exclusion from future events.

12. Product Restrictions

Exhibitors may only sell or promote products approved in their vendor application.

Prohibited items include:

- Counterfeit goods
- Illegal products
- Hazardous materials
- Weapons
- Unauthorized CBD products or regulated substances

BelleDene Events reserves the right to require removal of any product deemed inappropriate.

13. Exhibitor Promotion Requirement

To support event awareness and attendance, Exhibitors are required to promote their participation in the event.

Each Exhibitor must share or promote the event a minimum of three (3) times during the 30 days leading up to the event using channels such as:

- Social media
- Email newsletters
- Website announcements

BelleDene Events may provide promotional graphics and materials.

Failure to meet this requirement may affect eligibility for participation in future events.

14. Photography and Media Release

By participating in the event, Exhibitors grant BelleDene Events permission to photograph, film, or record their booth, products, and staff for marketing and promotional purposes.

No compensation will be provided for such use.

15. Vendor Conduct

Exhibitors must maintain professional conduct.

The following behaviors are prohibited:

- Harassment or inappropriate conduct
- Aggressive selling outside booth space
- Interfering with other vendors
- Loud amplified promotions without permission

16. No Exclusivity

BelleDene Events does not guarantee vendor category exclusivity unless explicitly stated in writing.

Multiple vendors within similar product categories may be present.

17. Security Disclaimer

While reasonable security measures may be implemented, BelleDene Events is not responsible for theft, damage, or loss of exhibitor property.

Exhibitors should secure valuables appropriately.

18. Event Modifications

BelleDene Events reserves the right to modify:

- Event schedule
- Floor layout
- Programming
- Vendor placement

to improve the event experience or address logistical needs.

19. Termination Clause

BelleDene Events reserves the right to remove any Exhibitor from the event if the Exhibitor:

- Violates event policies
- Engages in illegal or unsafe behavior
- Misrepresents products or services
- Fails to comply with this agreement

If removal occurs due to violation, no refund will be issued.

20. Agreement Confirmation

By submitting an application and payment, the Exhibitor confirms that they have:

- Read this agreement
- Understood all terms
- Agreed to comply with all conditions

Participation in the event constitutes acceptance of this Agreement.

21. Sales Activity Restrictions

Exhibitors must conduct all promotional, sampling, and sales activities within their assigned booth space only.

The following are prohibited unless approved in writing by BelleDene Events:

- Walking the event floor to solicit sales
- Distributing materials outside the assigned booth
- Blocking aisles or neighboring booths
- Interfering with another exhibitor's customers or activities

BelleDene Events reserves the right to restrict any activity that disrupts event operations or attendee experience.

Violation of this policy may result in removal from the event without refund.

22. Sound, Demonstration & Amplification Policy

To maintain a professional and enjoyable event environment, Exhibitors may not use sound amplification devices or conduct demonstrations that disrupt nearby booths or event programming.

The following require prior written approval from BelleDene Events:

- Microphones
- Speakers or music systems
- Amplified demonstrations
- Loud product demonstrations

If sound levels are deemed disruptive by event staff, Exhibitors must immediately reduce or discontinue the activity.

Failure to comply may result in removal from the event without refund.

23. Fire Code, Safety & Electrical Compliance

All Exhibitors must comply with venue safety regulations and fire codes.

Exhibitors must:

- Keep aisles and exits clear at all times
- Use only approved electrical equipment and extension cords
- Not overload electrical outlets or circuits
- Keep flammable materials to a minimum
- Follow all venue safety rules and instructions from event staff

Food vendors must comply with all local health department requirements and permitting regulations.

BelleDene Events reserves the right to require immediate correction of any safety violation.

Failure to comply may result in removal from the event without refund.

24. Chargeback & Payment Dispute Policy

Exhibitors agree not to initiate credit card chargebacks for vendor booth fees.

Any billing concerns must be addressed directly with BelleDene Events.

If a chargeback is initiated without prior written dispute resolution, the Exhibitor may be:

- Permanently banned from future BelleDene Events
- Responsible for chargeback and administrative fees
- Subject to collection actions for unpaid balances

Organizer Contact

BelleDene Events

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