

# Senior Expo Vendor Terms & Conditions

## Event Overview

By registering for the Senior Expo, the vendor (“Vendor”) agrees to comply with the following Terms & Conditions. These terms are intended to ensure a safe, professional, and successful event for all participants, attendees, and organizers.

**Event Date & Time:** Friday, May 8, 2026 | 9:00 AM – 3:00 PM

**Load-In / Setup:** Thursday, May 7, 2026 | 5:00 PM – 7:00 PM

## Vendor Setup & Arrival

- Vendors are ***strongly encouraged*** to complete setup during the designated load-in time on May 7.
- Vendors who choose to set up the day of the event must arrive no later than 8:00 AM on May 8.
- All vendor displays must be fully set up and ready for attendees by 8:30 AM.

## Event Hours & Early Teardown Policy

- Vendors are required to remain open and staffed for the full duration of the event, from 9:00 AM to 3:00 PM.
- Early teardown is ***not permitted***. Vendors who dismantle displays or leave prior to 3:00 PM may risk ***not*** being invited to participate in future events.
- This policy ensures a positive and consistent experience for attendees, especially older adults who may arrive later in the day.

## Lunches & Hospitality

- Each vendor registration includes two (2) complimentary lunches.
- Vendors requiring more than two lunches must select and pay for the appropriate number of additional lunches during registration (see *Extra Lunches* section).
- Lunch counts must be finalized at the time of registration. Additional lunches cannot be guaranteed if not pre-selected. Lunch options will be sent out prior to the event for you to select.

## Booth Conduct & Professional Standards

- Vendors must present services and materials that are appropriate, respectful, and relevant to older adults and caregivers.
- High-pressure sales tactics, aggressive solicitation, or misleading claims are **strictly prohibited**.
- Sound amplification, demonstrations, or activities that may disrupt neighboring booths must receive prior approval from event organizers.

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## Booth Space & Display Guidelines

- Vendors will receive an 8 ft x 8 ft (approximate) space with one 6 ft table, 2 chairs, and table cover.
- Vendors must remain within their assigned booth space at all times.
  - If you need to step away from your booth, please notify the event organizers or volunteers and someone will assist in watching your booth while you are away.
- Displays may not obstruct aisles, emergency exits, or neighboring booths.
- No posters or pop up banners over 6 feet will be allowed unless explicit permission is given.
- Those with larger displays will be placed in a booth along the outside walls of the event space.
- Table coverings and professional signage are required.
  - A black table cover will be provided by the venue but is not required to use.
- Electricity, internet access, and special accommodations are not guaranteed unless explicitly arranged in advance (See *Electricity* section).

## Staffing Requirements

- Each booth must be staffed at all times during event hours.
- Vendor staff should be knowledgeable, courteous, and able to engage respectfully with older adults.

## Marketing & Materials

- Vendors may distribute materials only within their booth space.
- Posting signage or promotional materials outside assigned areas is prohibited.
- All materials must comply with local, state, and federal regulations.

## Health, Safety & Accessibility

- Vendors must comply with all applicable health, safety, and accessibility regulations.
- Booths must be accessible to individuals with mobility aids.
- Any hazardous materials, open flames, or unsafe equipment are prohibited.

## Liability & Insurance

- Vendors participate at their own risk and are responsible for their own equipment, displays, and materials.
- Event organizers are not responsible for loss, theft, or damage to vendor property.
- Vendors agree to indemnify and hold harmless the event organizers from any claims arising from their participation.

## Cancellation, Non-Payment, & No-Show Policy

- Vendor fees are non-refundable.
- Registration and sponsorship fees must be paid in full by the stated due date. Vendors with unpaid balances after the due date may not be permitted to attend or participate in the event.
- Vendors who fail to attend without notice may forfeit consideration for future events.

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## Right to Refuse or Remove

- Event organizers reserve the right to refuse registration or remove any vendor who fails to comply with these Terms & Conditions or whose conduct is deemed inappropriate or disruptive.

## Agreement

By submitting registration and selecting the agreement checkbox, the Vendor acknowledges that they have read, understand, and agree to abide by these Terms & Conditions.