



OCTOBER 11&12, 2024

11 A.M. – 10 P.M. BOTH DAYS

## INTERNATIONAL BAZAAR VENDOR – BOOTH RULES & REGULATIONS

1. **EVERY APPLICATION CONSIDERED IN ORDER RECEIVED.**
2. Rental fee provides a covered area of **approximately 10' by 10' (single), two 6' tables and two chairs**. The vendor may bring additional tables to be used at the back of the booth for storage. Space is marked pole-to-pole.
3. Booth space will be assigned at the discretion of the Vendor Committee. **Location is final and non-negotiable.**
4. **Items sold in your booth must be authentic and made in the country you represent.**
5. **All booths must be set-up by 10:00 a.m. Friday morning, October 11, 2024.** All vehicles must leave one lane open to traffic while setting up. No vehicles will be allowed on the street until the closing hours of the festival. **Any vendor, who chooses to drive their vehicle on the sidewalks or through the festival area at an unauthorized time, may not be invited to participate in future festivals. THIS IS FOR THE SAFETY OF ALL OF US!**
6. **At the request of our Public Safety personnel, vendors may only extend three feet (3') in front of the booth.** We do not allow pop-up tents or additions to the existing booth space. Any wares displayed at ground level must stay within the three feet limit. Violators will be charged \$100. No exceptions.
7. Country specific decorations for all booths are encouraged. Decorations must be fire resistant. At least one person **must wear ethnic dress** and it is suggested that everyone working in your booth wear a visible article/articles to represent your respective country, i.e. hat, sash, scarf, suspenders, etc. Music, dancing, and demonstrations that represent the cultural heritage including interaction with the crowd are also encouraged.
8. **Electricity is available for registers, lighting, and music.** No televisions or portable heaters are permitted. No cooking. **Electricity is available in 110 volts only. Cords must be HEAVY DUTY and should have at least a #12 conductor. No octopus plugs may be used.**
9. **Only LED and fluorescent bulbs are permitted.** No halogen or incandescent bulbs.
10. The booth must be manned during all open festival hours.
11. **No trash pickup after 11:30 p.m. each night.**
12. Nothing may be left on-site following the festival. Any vendor failing to completely clean up their booth area will be required to pay a clean-up fee of \$50, as well as a cleaning deposit (if accepted for participation) for the following year's festival.
13. Each vendor must provide his or her own washable table cover (made of heavy plastic) and leave their area free of trash and litter at the conclusion of the festival.

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14. No advertising of products other than the business of your booth. Product boards must be placed at the back of the booth. Booth signage must be quality painted or printed signs and be professional looking. The Festival committee has the right to request the removal or replacement of non-professional signage. The Festival committee has the right to request the removal or replacement of non-professional or inappropriate signage.
15. **Political, religious or commercial displays and/or advertisements are not allowed.**
16. No pets allowed. Service animals only
17. **The customer is always right!** If a vendor cannot come to an agreement with a customer, please refer them to the Information Booth. The customer/guest should have a positive experience at the festival. We want them to come back and bring their family and friends.
18. If vendors have a problem with their booth during Expo, please report this matter to the festival officials at the **Information Booth** so they can contact a representative of the Ethnic Expo Board.
19. Our refund policy is as follows: **Upon given written notice, a vendor may cancel or withdraw from Expo and may receive a full refund 30 days prior to the event OR until tents and/or other supplies have been ordered for which Ethnic Expo is responsible for payment. No refunds will be given after tents and/or other materials have been ordered.** If vendors need any supplies such as tape, scissors, use of a telephone, etc., these items are available at the Information Booth. Please do not ask for these items at any of the surrounding businesses.
20. **Security will patrol the grounds; however, neither the festival management, the sponsors, nor the City of Columbus can assume responsibility for damages or theft.**
21. Ethnic Expo reserves the right to accept or reject any applicant based on the authenticity, country duplication, space availability, or quality of products.
22. **All rules included in your application as well as those mentioned above WILL be enforced. Failure to comply with these rules may result in immediate closing of your booth and/or not being invited to participate in future festivals.**