



GREYHOUNDS ROCK  
FREDERICKSBURG

# Take a Bite out of Canine Cancer

## *2013 EXHIBITORS & VENDORS*

### *RULES AND REGULATIONS*

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Vending will be held at the Hospitality House Hotel and Conference Center in the Conference Center's 1<sup>st</sup> floor ballrooms. Vendors can park around the back of the hotel where the conference center is located. Please check-in at the Greyhounds Rock Fredericksburg (GRF) registration desk when you arrive to drop off your donated item(s) and pick up your vendor badges. The registration table will be located in the lobby area on the 1<sup>st</sup> floor of the conference center. You may also request the assistance of a Learn & Serve Student at this time to help you carry your merchandise, etc. to your booth.

One table and two chairs per booth will be provided. Vending will be indoors. If you have dogs with you, please make sure they are contained & properly supervised while vending. If you do not need a table and chairs, please notify GRF asap so that we can advise the hotel. If you would like to have two tables, please let us know. There is no additional cost to you.

#### **VENDING IN THE HOTEL ROOMS IS PROHIBITED!**

Exhibitors and Vendors are responsible for their own merchandise, whether lost, stolen, or damaged or any theft of monies.

#### **SETUP & BREAKDOWN:**

Exhibitors and Vendors at booths #1-#13 will be allowed to setup Friday evening from 5:00PM until 8:00PM. All others will be able to set up beginning at 7:00AM Saturday, November 2nd, 2013 and must be fully functional by 10:00AM.

Displays must stay assembled and product must be available from 9:00AM until 3:00PM on Sunday, November 3<sup>rd</sup>. **NO PACKING UP EARLY!** Breakdown of your booth must be completed, vacated & free from debris no later than 5:00PM, Sunday, November 3<sup>rd</sup>, 2013.

Exhibitors and Vendors will be responsible for their own clean up and any fines assessed for damages to the premises.

#### **FOOD & DRINK:**

No Outside Restaurant Food or drink is allowed in the seminar meeting rooms or the Ballrooms. **A \$500.00 penalty will be assessed by the hotel management per violation! THIS WILL BE THE VENODR'S RESPONSIBILITY TO PAY SHOULD THERE BE A VIOLATION.**

## **BADGES:**

- Two Vendor/Exhibitor Badges will be allowed per booth. **The exhibitor/vending fee does not include the evening's events, brunch or entrance to the seminars.** Two (2) attendee event tickets may be purchased separately for a discounted fee. This reduced fee is available only for assigned vendors. .

Vendors & Exhibitors must wear their badges at all times while vending. Lost badges will be replaced for a \$15.00 fee each. Booths must be manned and opened for business at all times during vending hours.

Vendors shall conduct business from within the confines of their assigned space. Vendors will be required to keep their spaces neat and attractive. They will be responsible for picking up their own trash and depositing it in the proper receptacles

Booth space may not be sold, leased or given to another vendor without prior written consent by the organizers.

Once your application has been accepted, fees are non-refundable for any reason.

## **OTHER DETAILS:**

Exhibitors & Vendors are responsible for complying with Virginia laws, including the collecting and paying of sales tax. Refer online at [www.tax.virginia.gov](http://www.tax.virginia.gov)

All Exhibitors & Vendors will be responsible for their securing their own room rental if you are from out of town.

Knives, firearms, fireworks, weapons, or other dangerous items MAY NOT be displayed or offered for sale.

Bring plenty of small bills and change.

The Planning Committee reserves the right to dismiss vendors for illegal, inappropriate or unruly behavior or non-compliance with these rules and regulations at any time during the event. No refund will be given.

## **CHILDREN MUST BE SUPERVISED AT ALL TIMES**

## **HOLD HARMLESS AGREEMENT**

*By vending at the Greyhounds Rock Fredericksburg event all vendors and their onsite representatives, volunteers and/or staff agree to hold harmless Greyhounds Rock Fredericksburg, and any co-sponsors of this event and their respective agents, members, volunteers, officers, board members, employees and representatives. The aforementioned groups and individuals are not responsible for any claim, loss, injury(ies), liability or damages which may be suffered by the Vendor while traveling to, during, or returning from the activity designated in this application. The Vendor grants Greyhounds Rock Fredericksburg the right to photograph facilities, activities and vendors for potential use for publicity or promotional purposes. Vendors are responsible and will be held liable for the conduct and demeanor of their employees, agents, volunteers and animals. Vendors must read and adhere to all areas of the Terms and Conditions provided on attached sheet. Acceptance to vend acknowledges that authorized representative has read, understands and agrees with the above notice. Participants assume any and all responsibility for damage or injury caused by their animals. Greyhounds Rock Fredericksburg reserves the right to limit the number of similar businesses.*

**Thank you again for helping us raise money for a greyt cause –  
The Mosby Foundation!**