



## **In The Loop Vendor Agreement**

(effective for all 2022 In The Loop events)

**Vendors who violate these terms will not be invited back to participate in any future In The Loop events. Consequently, any violations will negate any future bookings. No refunds.**

### **VENDOR REQUIREMENTS**

Vendors must only bring items to sell that have been published online (i.e. instagram, facebook, and website) OR approved by In The loop.

Vendors must have booth set up 30 mins prior to the event START TIME or vendor may be removed from the event without a refund. This will be strictly enforced, no exceptions.

Vendors may not strike their booth any earlier than the event END TIME and are responsible for leaving the area in the same condition it was found.

Each vendor must promote that they will be participating in the event at least once on their Social Media platforms and/or website. This can be scheduled at any time. Graphics + photos will be provided.

No refunds will be issued due to lack of sales, booth location, or competing vendors.

### **CANCELLATION**

In the event that In The Loop should cancel due to unforeseen circumstances (including but not limited to state orders, weather conditions and cancellations by third party promoter i.e. venue or partner), the vendor payment may be used as a credit toward a rescheduled date or another In The Loop event in the future. No refunds.

To receive a Vendor Credit, Vendors must notify In The Loop of any cancellations more than one week prior to the event date.

If vendor should cancel less than one week prior to the event date, payment is non-refundable as all funding goes toward organizing, marketing and advertising the event.

If vendor should request to reschedule less than one week prior to the event date, a Rescheduling fee of \$50 will be charged to attend a future In The Loop event.

For full refund, vendor must cancel more than 30 days prior to the event date. No refunds will be issued due to lack of sales, booth location, or competing vendors.

### **VENDOR CREDITS**

If In The Loop cancels an event, Vendors will receive a Vendor credit of equal value to attend an In The Loop event in the future. Vendors will be required to apply for the future event of their choice to ensure availability in their craft category. Vendors will have 1 year from the event date to redeem their credit. All future events will be listed on In The Loop's website at [inthelooptemecula.com](http://inthelooptemecula.com).

If a Vendor should cancel an event more than one week prior to the event date, they will have 6 months from the event date to redeem their credit. Credits may be used ONE TIME ONLY. If vendor should cancel again, for any reason, their credit will become invalid.

### **RAIN OR SHINE POLICY**

All In The Loop events will be held RAIN OR SHINE. In the case of lightning or other "severe" weather conditions, the event may either be rescheduled for another day or cancelled all together. In the case of significantly inclement weather, we reserve the right to alter components of the event including, but not limited to, the layout or END TIME. No refunds will be issued due to lack of sales, booth location, or competing vendors resulting from any such alterations. Any early striking is at the discretion of the Event Manager. Vendors who strike without consent from the Event Manager will not be invited back to participate in any future In The Loop events. Each Vendor must accept any such risk of their Vendor Booth fee. Funds collected have already been used to develop and produce the event.

### **SHARING OR SUBLEASING**

Vendors may not share or sublease their space without approval; this includes renting, sharing, donating or in any other way allowing for another company or person to display or advertise in their space. Vendors caught sharing or subleasing will be expected to pay the rate for their booth space (e.g. if sharing an 8 x 5 booth, both companies pay the 8 x 5 rate) on the day of the event. Failure to pay will result in immediate removal from the event.

### **ADMISSABLE BOOTHS**

Vendors that are disruptive, objectionable, or inappropriate in nature, as interpreted by In The Loop, will be removed from the Event without refund. Consumable food products or beverages are not permitted without consent from In The Loop, with the exception of food or beverage consumed by the Vendor. No outside Alcoholic beverages permitted. Sample item(s) may be confiscated unless previously approved. Any food or beverage items confiscated during the Event will be returned at close of event. Perishable items are not the responsibility of In The Loop under any conditions.

### **INSURANCE**

In The Loop shall not be responsible for any injuries to persons and/or any damage or loss of property for any reason, including theft, unless such loss of property is caused by negligence of In The Loop. The Vendor is required to follow and use any of the security arrangements by In the Loop for property and valuables. The Vendor is solely responsible for personal property. Vendor is required to provide internal staffing to watch and maintain all booth property (e.g. Merchandise, Display Units, Promotional Collateral)

**The Vendor Agreement shall become binding upon the parties only upon (1) In The Loop accepting your application and (2) your acceptance of the In The Loop Vendor Agreement by paying the Vendor Booth Fee in accordance with the “You’ve been Selected” email (the Binding Conditions).**