**Spooner Markets Vendor Requirements**

Thank you for choosing Spooner Markets. Your cooperation with the following guidelines is essential for ensuring a successful event.

- Vendor registration operates on a pre-qualified, first-come, first-served basis. All booth spaces must be paid for by the invoice deadline. This means vendors will be accepted or denied as applications come in.

- All vendors must check in at the front desk before commencing setup.
- Each vendor will be assigned a designated booth space marked with a specific number which should be picked up and returned to registration. All blue tape must be removed by vendor.
- Vendors are responsible for cleaning their own space and returning fairground tables and chairs to their designated areas.
- Vendor parking is available in the gravel lot located on the southeast side of the Fairgrounds.
- Vendors assume responsibility for any damages or incidents occurring at their booth, and we strongly recommend obtaining insurance.
- Spooner Markets reserves the right to refuse certain vendors based on the nature of the product and/or business, actions taken, or behavior exhibited.

**\*\*Reassignment of Space/Subletting:\*\***
Vendors may not sublet their space or permit other companies to utilize any part thereof without prior written permission from Show Management. Special arrangements must be made in advance for multiple firms sharing the same space. Failure to attend does not authorize filling the space. All spaces are to be filled by Spooner Markets approval process.

**\*\*Unforeseeable Circumstances:\*\***
In the event of uncontrollable circumstances such as fire, inclement weather, or civil unrest leading to the cancellation of the event, vendors waive claims for damages or compensation.

**\*\*Unoccupied Space:\*\***Failure to occupy the contracted space by the scheduled setup time or non-compliance with the terms of this agreement may result in Spooner Markets reallocating the space without releasing the vendor from payment obligations.

**\*\*Table Coverings:\*\***
Tables must be covered on all four sides, reaching the floor, with clean, fitted, or skirted coverings, and decorated appropriately. PLASTIC OR CURVED COVERINGS ARE NOT PERMITTED.

**\*\*Signage:\*\***
Banners and signs contribute to booth and business visibility and should be professional in appearance. Pop-up banners and flags are allowed but must not exceed 8 feet in height or protrude beyond the booth space. Vendor signage outside the building is prohibited.

**\*\*Insurance:\*\***
Spooner Markets provides general liability insurance for the event, excluding coverage for vendors exhibits, contents, visitors within vendor spaces, or vendor personnel. Vendors are encouraged to secure and maintain liability insurance at their expense.

**\*\*Aisle Activities:\*\***
Vendors must refrain from distributing samples, literature, or collecting leads in the aisles and confine such activities to their booth space.

**\*\*Food Permits:\*\***
Food vendors must contact the Hamilton County Health Department for necessary permits and regulations.

\*\*Hamilton County Health Department Contact Information:\*\*
Location: 18030 Foundation Drive, Suite A, Noblesville, IN 46060
Phone: 317-776-8500
Website: [www.hamiltoncounty.in.gov](http://www.hamiltoncounty.in.gov/)