



## **Empowered Light Expo – Vendor Agreement**

Thank you for your interest in participating as a vendor at the Empowered Light Holistic Expo. Please read the following terms and complete the contract fields, and return all requested information.

### **Vendor Materials for Website**

Submit information and photos with the contract. Choose booth size, location choices at the bottom of this contract and send via email to: [EmpoweredLightExpo@gmail.com](mailto:EmpoweredLightExpo@gmail.com)

- Photos for promotion (yourself, products, services, etc)
- Website Links
- Phone Number
- Promotional text/descriptions (create exactly what you want us to use for promotion)
- Exact Sign Information for Booth:

### **Electric, WiFi, Tables & Chairs**

- Electric: \$80 per booth
- WiFi: Complimentary.
- Additional chairs and tables may be made available for an additional fee.

### **Expo Dates & Vendor Setup**

- Vendor Setup: Friday, July 31, from 12:00 PM to 4:00 PM only.
- Expo Dates for Attendees: Saturday & Sunday, August 1–2.
- Vendors may not leave early unless a severe weather condition or Act of God requires early dismissal.

### **Payment Terms**

- Payment is due with the completed, signed Vendor Application.
- Preferred payment method:
  - Zelle: 484-459-3082
  - Cash App: \$evolvingsue
- Booth availability is limited. Once your deposit is received, you will receive an email confirming your reserved space.
- If your booth is not accepted, your payment will be refunded.
- Otherwise, all payments are **non-refundable. No refunds for ANY reason.**

### **Shared Booth Policy**

- All vendors sharing a booth must disclose their products and services and receive prior approval.
- Additional tables or chairs may be required at an extra charge.
- Both vendors must sign this agreement for a shared booth to be permitted.

### **Permission to Use Photographs**

By signing below, the vendor(s) grant Empowered Light Holistic Expo, Awakened Stories, its representatives, assigns, volunteers, contractors and transferees the right to photograph their likeness, products, booths, and services, participation in events, and to use such images in print and/or electronic media.

Photos may be used with or without names for lawful purposes including publicity, illustration, advertising, websites, and social media promotions

### **Vendor Responsibilities**

- Vendors will park away from the Expo entrances after unloading, allowing easy access for attendees. Please make it convenient for the guests.
- No burning candles, sage, incense, or open flames.
- Vendors must respect neighboring booths regarding noise

- No soliciting outside of your booth
- Tape, adhesive name tags, and balloons are not allowed.
- Trash must be placed in designated receptacles. Booths must remain tidy.
- Vendors must bring a table covering and an evening booth covering.
- Vendors are requested to promote the Expo via social media, websites, and community outreach.
- Expo volunteers and staff are held harmless from theft, loss, or injury.

**Contact**

Email: [EmpoweredLightExpo@gmail.com](mailto:EmpoweredLightExpo@gmail.com)

Phone: Sue Greenwald – 484-459-3082

## **Vendor Information Form**

Contact Person:

Exact name of Booth (for booth sign):

Address:

Cell Phone:

Email Address:

Website:

Booth Size Desired:

Preferred Booth Locations (list your top 3):

Electric or WiFi Needed (Yes/No):

Need Extra Tables/Chairs (Yes/No):

Products/Services Offered: Just a summary here. Please email the exact text we can use to market your participation. Make this described & enticing!

**Agreement & Signatures** The undersigned agree to all of the above terms:

Vendor Name & Date:

Signature:

Empowered Light Holistic Expo: