

2019 EXHIBITOR TERMS AND CONDITIONS

Insurance: Exhibitors are required to carry insurance coverage. A copy of your certificate of insurance from your insurance carrier is required and the following additionally insured added onto your policy, “Hill Country Conferences” and “Comal County Fair Association.” If you do not carry an insurance policy please contact Tammy.Wood@nbkidsfest.com to find out requirements or indicate your request to be added to the Hill Country Conference’s policy on the above booth options. Certain limitations are applicable in order to be added onto the policy.

Refund/Cancellation Policy: Cancellations must be received in writing and postmarked by February 15, 2019 for a 50% refund. **There will be no refunds issued after February 15, 2019.**

Application Deadline: Applications are due by **April 20, 2019** to be included on the event map. Applications received after this date will be accepted if space is available.

Exhibitor Selection and Right of Refusal: Hill Country Conferences/NB Kidsfest reserves the right to limit the number of artisans, crafters or vendors and reserves the right to accept only those applicants which we believe is compatible with the event theme and purpose. Exhibitors are selected based on product variety, creativity, kid-family “appropriate” material, space availability, and completion of exhibitor requirements.

Payment: The following forms of payment are accepted – Check, Credit Card, cashier’s check, and money order. All returned checks will be charged a \$30.00 fee. Make payments payable to Hill Country Conferences.

Exhibitor Requirements: Booth fees are due at the time the application is submitted. Certificate of Insurance is due no later than 30 days after submitting an application. Booth space will be forfeited if required documents are not submitted 30 days after submitting application.

Event Times: All exhibitors are required to be open the entire duration of the event with at least one person in their booth space on Saturday, May 11th from 10 AM to 4 PM. **All exhibitors are required to be set up by Saturday at 9:45 AM and have their booth staffed for the duration of the event hours.**

Times for Set-Up: Saturday, May 11th from 7:30 AM to 9:45 AM. Exhibitors must be set up by 9:45 AM on Saturday, May 11th and remove all packing cases, boxes, crates, and debris of any kind. **All cars, trucks, etc. must be removed by 9:45 AM.**

Times for Take-Down: Saturday, May 11th from 4 PM to 6 PM. All booths must be vacated and **all trash/debris removed** by 6 PM. If there is a need for additional time to remove a booth display, arrangements should be made with NB Kidsfest staff at least two weeks prior to the event. Email special requirements for set up and take down to information@nbkidsfest.com.

Vacating Early: Breakdown of booths begins at 4 pm on Saturday, May 11th. **No exceptions will be made regarding vehicles not being allowed inside the event grounds during festival hours.**

Weather: In the case of bad weather event staff will make the “Rain Out” call. No refunds will be issued due to bad weather. In case of “rain out” participants will be notified when vehicles may be allowed into the festival area.

Booth Activity: NB Kidsfest encourages exhibitors to offer children a **free** hands-on craft, interactive activity, or educational demonstration for the duration of the event. This is not a requirement to exhibit.

Exhibitor Activity: All sales and promotional activities must be confined within your booth space area. No strolling-rolling carts are allowed, loud music, and you may not walk around outside of your booth space to distribute flyers, canvassing or soliciting public. Exhibitor signage can be displayed only within each booth space. Do not construct or arrange items in your booth so that they obstruct the general view or appear to hide the exhibits of others.

Giveaways, Food, and Raffles: All promotional items used by exhibitors for prizes/ giveaways must be pre-approved by NB Kidsfest. Food and beverages cannot be given away without written permission from NB Kidsfest.

Subletting Space: The subletting of space is not permitted without consent from NB Kidsfest. Partnerships for booth space are considered and approved on a case-by-case basis. Send requests to information@nbkidsfest.com for approval at least 30 days prior to event.

Permits/Food Permits: Exhibitors are required to obtain and display all necessary permits and/or licenses. No food or drink may be sold or given away without written permission from NB Kidsfest and obtaining applicable city permits. All approved food vendors must have the appropriate permit from the city and a copy provided to NB Kidsfest **no later than April 20, 2019.**

Trademarks/Logos – The NB Kidsfest logo/artwork, name and that of any artist performing at NB Kidsfest may not be used without the written authorization of the artist and NB Kidsfest Marketing Team. Please send requests to Information@nbkidsfest.com.

Electrical Service: Electrical service is available at a **limited number of booth locations** for an additional charge of \$35. All electrical items must comply with local Fire/Electric Codes.

Acknowledgement of Terms and Conditions

- I hereby acknowledge and understand the information contained above, and I acknowledge that failure to comply with these terms and conditions may result in the removal of my booth space from NB Kidsfest. I also acknowledge that if I do not comply with the terms and conditions as set forth above, I will not be entitled to a refund of my booth fee.
- I hereby acknowledge and understand breakdown of booths begins at 4 pm on Saturday, May 11th. No exceptions unless event staff closes the event due to bad weather which would be announced by event staff to vendors
- I hereby hold harmless, release, and discharge from liability or claim Hill Country Conferences (HCC), its employees, volunteers, and any companies, agents or vendors affiliated with HCC.