



## Up Events Vendor Rules & Event Policies

Operational requirements, procedures, and enforcement standards for vendors participating in Up Events.

**Shop Local · Support Small · Discover Big**

## 1. Purpose & Scope

These Vendor Rules & Event Policies outline the operational requirements for participation in events organized by Up Events. These policies exist to ensure safe, organized, and professional events for vendors, shoppers, and staff.

All vendors are required to comply with these policies in addition to the Up Events Vendor Standards Packet and Vendor Agreement. Failure to comply may result in removal from the event, forfeiture of fees, and exclusion from future events.

## 2. Application, Approval & Booth Reservation

Submission of a vendor application does not guarantee approval or booth placement. Vendors may only sell items that have been approved on their application. Booths are not held under any circumstances.

**Payment is the only action that secures a booth.** Invoices do not constitute a reservation. Up Events reserves the right to decline or revoke vendor participation at its discretion to maintain event balance and integrity.

## 3. Payments, Deposits & Refunds

### Payment Requirements

Remaining balances must be paid by the stated deadline. Late payments are not accepted. **Failure to meet payment deadlines will result in forfeiture of deposits and booth reservation.**

### Refund Policy

Payments and deposits are refundable only within the timeframes specified for each event. Refund eligibility is strictly time-based. Refunds are not permitted in cases of policy violations, misconduct, no-call/no-show, early booth teardown, unauthorized sales, or removal from the event for cause. Outside of the stated refund windows, no refunds, credits, or transfers will be issued.

## 4. Vendor Conduct & Professionalism

Vendors are expected to maintain professional behavior at all times, including respectful interaction with customers, vendors, staff, and organizers. Aggressive sales tactics, harassment, or disruptive behavior will not be tolerated.

## 5. Setup, Operation & Teardown

Vendors must be fully set up and remain operational for the full duration of the event. **Early booth teardown is strictly prohibited.** Booth spaces must be kept clean, safe, and orderly.

## 6. Prohibited Actions

**The following violations will result in immediate removal from the event and forfeiture of all present and future fees paid:** No-call/no-show, early booth teardown, unauthorized sales, safety violations, disruptive behavior, or misrepresentation of products.

## 7. Event Changes, Postponements & Weather

Events are held rain or shine unless otherwise stated. No refunds are issued due to weather or circumstances beyond the organizer's control.

## 8. Removal & Future Participation

Up Events reserves the right to remove vendors for violations, **forfeit all present and future fees paid**, and restrict or deny participation in future events.

## 9. Organizer Authority & Final Decisions

Up Events retains sole discretion regarding vendor approval, booth placement, category balance, and enforcement of rules and policies.

## 10. Acknowledgment

By submitting a vendor application or participating in an Up Events event, vendors acknowledge that they have read, understand, and agree to comply with these Vendor Rules & Event Policies.