

## 4th Annual NY's Capital Region Vegetarian Expo – Exhibit Information and Regulations

1. The contract for participation shall not become binding between the Exhibitor (You) and the Albany Vegetarian Network Inc. (AVN) until the contract has been approved and signed by AVN. You will receive confirmation via phone, email, fax or mail.
2. **Exhibitors must sign in at registration table, pay outstanding fees & pick up information packet** prior to booth set up. **CHECK WEBSITE FOR SET UP & TEAR DOWN SCHEDULE.** Booth site must be set up by 9:45am on the day of Expo. Due to insurance purposes, Exhibitors cannot tear down booths and exit the event until 5pm, giving respect to other vendors, organizers and safety. Early tear down risks future participation. Exhibit area must be vacated by 6:30pm.  
Exhibitor's entrance for setup/tear down – See attached. Also noted on expo website.
3. Exhibitor's property shall be placed and displayed at own risk. You indemnify and hold harmless the Empire State Plaza Convention Center and AVN, its directors, officers and agents for any loss of property, property damage or personal injury.
4. All exhibitors must have adequate signage clearly identifying the name of their business / organization.
5. If selling or giving free samples of food items and/or material products, the exhibitor agrees to comply with any applicable Health Department and/or Sales Tax regulations within Albany County of New York State. Vendors distributing food sample items or selling unpackaged food must clearly display at booth a temporary food permit. AVN will provide upon request the Temporary Food Service Instructions & Application to apply for Temporary Food Permit which are supplied by the Department of Health County of Albany, NY.
6. All food products sold or food samples **MUST be Vegetarian. We STRONGLY encourage you to DISTRIBUTE VEGAN only.** No dairy products allowed. No animal flesh, poultry or seafood or broth made from animal flesh, animal fat or gelatin is permitted. Nutritional supplements must meet the same requirements. Vegan items contain no animal products of any kind, including eggs, milk, cheese, butter, whey, casein, honey and insect derivatives. We will be happy to discuss ingredient concerns. **Non-Food Items** – We prefer product items that have not been tested on animals. Prohibited are products containing leather, fur, silk, lanolin, gelatin or any other animal derivatives. Alcohol is prohibited at this event.
7. Books and literature may not promote the use of any animal foods or products or any form of animal exploitation.
8. Exhibitors are free to attend lecture presentations as long as their table remains staffed. You shall staff your booth with at least one person at all times that the Expo is open to the public, except as explicitly permitted by AVN.
9. Door prizes are encouraged. Let AVN know in advance so these can be announced on the day of expo.
10. If any circumstance outside our control interrupts or prevents the holding of NY's Capital Region Vegetarian Expo, AVN, its directors, officers and agents shall not be liable to exhibitors. Registration fees cannot be refunded, since fees are disbursed before the expo for liability insurance, facility/operating costs, supplies and marketing promotion.
11. Garbage/recycling cans will be provided. You must keep your booth and the aisle in front of you booth free of debris.
12. AVN reserves the right to refuse a potential exhibitor for any reason. If you are denied access to your booth by AVN for non-payment, you will still be liable for the full amount owed. After the Expo, all unpaid sums shall accrue interest from the date of registration at the rate of one and one-half percent (1 ½%) interest per month.
13. 50% of exhibitor fee is nonrefundable, except there will be **no refunds** for any sponsors nor after September 2, 2010.
14. Returned checks by the bank are subject to a \$35 return check penalty fee.
15. These terms shall be governed by and construed in accordance with the laws of the State of New York, without regard for principles of choice of law. If any provision of the Exhibit Regulations & Information is held by a court of competent jurisdiction to be invalid or unenforceable to any extent under applicable law, that provision will be enforced to the maximum extent permissible, and the remaining provisions of these terms will remain in full force and effect.

**\*RETURN SIGNED COPY WITH EXHIBITOR APPLICATION –**

Signature: \_\_\_\_\_