

# GATHER & GLOW EVENTS

## Vendor Guidelines & Setup Information

Thank you for participating in a Gather & Glow Events experience. We are committed to creating thoughtfully curated, well-organized events that provide a positive experience for our guests, vendors, partners, and event staff.

Please review the following guidelines carefully. By submitting an application and/or accepting a vendor space, you acknowledge and agree to follow these requirements.

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## LOAD-IN PROCEDURES

If accepted, vendors should expect the following general load-in procedures:

- Arrive during the designated vendor load-in period.
- Completely unload all merchandise, equipment, and supplies from your vehicle.
- Move your vehicle to the designated vendor parking area before beginning booth setup.
- Have your booth fully set up and ready at the beginning of the event.
- Please be considerate of fellow vendors and keep loading lanes clear at all times.
- Follow all instructions provided by Gather & Glow Events staff, venue representatives, and event personnel.

Detailed load-in instructions, booth assignments, parking information, and any event-specific requirements will be provided to accepted vendors when applicable.

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## BOOTH REQUIREMENTS

### Tent Safety

**If tents are required**, all tents must be properly secured with a minimum of **20-pound weights on each tent leg**. Tent stakes may not be permitted depending on the venue.

Vendors without adequate tent weights may not be permitted to set up for safety reasons.

Vendors are responsible for providing all necessary equipment and supplies required for their booth, including tents, weights, tables, chairs, lighting, extension cords, displays, and weather protection as applicable.

## Booth Presentation

Vendors are expected to maintain a clean, attractive, and professional booth throughout the event.

Gather & Glow Events carefully curates its vendor marketplace, and vendors are encouraged to create displays that are visually appealing, thoughtfully merchandised, and appropriate for the overall atmosphere of the event.

Event-specific booth display, décor, attire, or presentation requirements may apply and will be communicated to accepted vendors when applicable.

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## DURING THE EVENT

- Vendors are expected to remain open and staffed for the entire event.
  - Early breakdown is not permitted unless specifically approved by Gather & Glow Events.
  - Please keep your booth space clean, organized, and professional throughout the event.
  - Music, generators, open flames, strong odors, or activities that interfere with neighboring vendors are prohibited without prior approval.
  - Vendors are responsible for collecting and properly disposing of their own trash.
  - Vendors must remain within their assigned booth space unless otherwise approved.
  - Vendors may not obstruct walkways, entrances, exits, fire lanes, or neighboring vendor spaces.
  - Vendors are responsible for securing their merchandise, equipment, and personal belongings throughout the event.
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## BREAKDOWN

Breakdown begins at the **end of the event**.

Please do not begin packing, dismantling displays, or removing merchandise before the event has officially ended unless you have received prior approval from Gather & Glow Events.

Vehicles may return to the event area only after pedestrian traffic has cleared and event staff has authorized vehicle access.

For everyone's safety, vendors must follow staff instructions regarding vehicle access and departure.

All vendors are expected to leave their space completely clean and free of merchandise, equipment, trash, and debris.

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## PHOTOGRAPHY & MARKETING

By participating in a Gather & Glow Events event, vendors grant Gather & Glow Events permission to photograph and record the event and to use images or video containing vendor booths, products, and participants for promotional, advertising, social media, website, and marketing purposes without compensation.

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## PRODUCT CATEGORIES & EXCLUSIVITY

Acceptance into an event does **not guarantee category exclusivity**.

Multiple vendors offering similar or related products or services may be accepted at the discretion of Gather & Glow Events in order to create a balanced, diverse, and appealing marketplace.

Gather & Glow Events makes every effort to curate a diverse vendor mix while considering product categories, quality, presentation, and overall event fit.

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## VENDOR FEES & REFUNDS

Vendor fees are non-refundable unless otherwise stated in the event-specific terms and conditions or the event is canceled by Gather & Glow Events.

Unless otherwise specified, events are held rain or shine. Refunds will generally not be issued due to inclement weather, personal emergencies, scheduling conflicts, inability to attend, or failure to meet vendor requirements.

Any event-specific refund, cancellation, or transfer terms will supersede these general guidelines where applicable.

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## RIGHT OF REFUSAL

Gather & Glow Events reserves the right to refuse, revoke, or terminate participation at its sole discretion if a vendor's products, booth presentation, behavior, or failure to comply with event guidelines is deemed inconsistent with the vision, standards, safety requirements, or overall experience of the event.

Removal from an event does not entitle the vendor to a refund.

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# WEATHER & PREPAREDNESS

Events will take place rain or shine unless severe weather conditions or other circumstances create an unsafe environment.

Vendors are responsible for arriving prepared for the expected conditions and for providing all equipment necessary to protect their merchandise, displays, employees, and guests.

Vendors should be prepared for changing weather conditions and should bring appropriate protection for wind, rain, sun, temperature changes, and other outdoor conditions when applicable.

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## VENDOR CODE OF CONDUCT

### **Professionalism & Courtesy**

Vendors are expected to treat guests, fellow vendors, performers, volunteers, event staff, venue representatives, and other event participants with courtesy and respect at all times.

### **Follow Event Staff Directions**

For the safety and smooth operation of the event, vendors must comply with reasonable instructions provided by Gather & Glow Events staff, volunteers, security personnel, and venue representatives.

### **Maintain a Positive Atmosphere**

Gather & Glow Events is committed to creating welcoming, enjoyable experiences for guests and participants. Disruptive, aggressive, threatening, discriminatory, or inappropriate behavior will not be tolerated.

### **Respect Neighboring Vendors**

Please be mindful of neighboring booths. Excessive noise, strong odors, excessive lighting, or activities that interfere with nearby vendors are prohibited without prior approval.

### **Booth Presentation**

Vendors are expected to maintain a clean, attractive, organized, and professional booth throughout the event.

### **Compliance**

Failure to comply with event guidelines or instructions from event staff may result in removal from the event without refund and may affect eligibility for participation in future Gather & Glow Events.

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## **SALES TAX, LICENSING & PERMITS**

Vendors are solely responsible for complying with all applicable federal, state, and local laws and regulations.

This includes collecting and remitting applicable sales tax, maintaining required business licenses or permits, and ensuring that all products and services offered comply with applicable laws.

Food vendors and vendors selling regulated products must possess all licenses, permits, certifications, and approvals required by the applicable governmental authorities.

Vendors are responsible for providing documentation of required licenses, permits, certifications, or insurance when requested by Gather & Glow Events or the event venue.

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## **LIABILITY**

Participation in a Gather & Glow Events event is voluntary. Vendors assume responsibility for their booth, merchandise, equipment, employees, representatives, and activities.

Gather & Glow Events, its owners, staff, volunteers, venue partners, sponsors, and affiliates shall not be held liable for loss, theft, damage, injury, illness, accident, or claims arising from a vendor's participation in an event, except where prohibited by law.

Vendors are encouraged to carry their own liability insurance and are responsible for obtaining any insurance required by the event, venue, or applicable governmental authority.

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## **CANCELLATION POLICY**

Gather & Glow Events reserves the right to cancel, postpone, modify, relocate, or otherwise alter an event due to severe weather, emergencies, venue requirements, acts of God, governmental restrictions, safety concerns, or circumstances beyond its control.

In the event of cancellation by Gather & Glow Events, vendor fees may be refunded, transferred to a future event, or otherwise handled according to the event-specific cancellation terms and at the sole discretion of Gather & Glow Events.

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# PROHIBITED ITEMS

Gather & Glow Events reserves the right to prohibit the sale or display of any item deemed unsafe, offensive, illegal, counterfeit, inappropriate, or inconsistent with the standards or spirit of the event.

Vendors may not sell weapons, illegal substances, drug paraphernalia, counterfeit goods, or other prohibited items.

The sale or distribution of alcohol is prohibited unless specifically authorized by the event organizer and all applicable licensing, permitting, and regulatory requirements have been met.

Gather & Glow Events reserves the right to require removal of any product or display that does not comply with event requirements.

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# AGREEMENT

Submission of a vendor application and/or acceptance into a Gather & Glow Events event constitutes acknowledgment and acceptance of these guidelines and requirements.

Gather & Glow Events reserves the right to interpret, amend, and enforce these policies as necessary to ensure the safety, integrity, quality, and overall experience of each event.

Event-specific instructions or requirements provided to accepted vendors may supplement or supersede these general guidelines where applicable.

**Thank you for being part of Gather & Glow Events and for helping us create exceptional experiences for our guests and vendor community.**

**Gather & Glow Events**

Where Good Vibes Gather.

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