



Westfield on Weekend's Pop-up Holiday Marketplace

Please carefully read the list of rules and regulations for these events.

1. **Vendors will only be able to display and sell exactly what they apply for on their application.** We are only accepting one vendor in each category (or one from each direct sales company) and because of that we need to be aware of product selection ahead of time. Accepted vendors will be notified via email and then instructed on how to pay their invoices.
2. **Vendors must attend the Saturday shows.** Sunday as a standalone day to vend is not an option. Vendors may leave their setups overnight if they wish (the building will be locked, however WOW is not responsible for any vendor's merchandise).
3. **Space: This is an indoor event.** Space reservations are by table only. Vendors may reserve a six-foot table space. Table sharing is prohibited for this event.
4. **Space: Vendors are not permitted to expand their space beyond the limits of their set up.** If they require more than one table space, they are required to reserve that space ahead of time as well as pay for it.
5. **Fundraiser:** This is a fundraiser event for Westfield on Weekends - 100% of raffle proceeds will go to our beneficiary. Each vendor is required to donate a raffle prize valued around \$20 for this reason.
6. **Prohibited Items:** Due to the family nature of these events, vendors understand that they may not sell any items related to alcohol, tobacco, marijuana, any other "contraband products" or weapons.
7. **Masks/COVID:** Due to the indoor nature of these events, vendors understand that they MUST wear a mask for the duration of the event-regardless of vaccination status.



8. **COVID:** Should the board of health discourage or ban the congregation of people indoors prior to the event, all deposits will be refunded to each vendor.
9. **Deposits:** Additionally, deposits are NON-REFUNDABLE and NON-TRANSFERABLE (to another person). On rare occasions, the Western Mass Shop Local Team may grant an exception.
10. **Parking:** Please park in the municipal lots off of Thomas Street or across from the Gas & Electric company. Please note: The lot behind the Rinnova building is not available for our use.
11. **Information:** It is each vendor's responsibility to stay up to date on event details and updates. If possible, we strongly encourage joining our Facebook group (the link will be emailed to you). Otherwise please make sure our emails do not go to your spam folder. (Emails from: wshoplocal@gmail.com or wow.creativeartscenter@gmail.com)
12. **By signing up for this event, vendors understand that they must adhere to the above rules. Not doing so may result in being subject to discipline such as loss of your vendor deposit, an inability to participate in future events, and up to and including removal on the day of the event. This determination will be made collectively from the Westfield on Weekends Team.**

I accept the rules and regulations for these events.

Signature

Date