



FALL 2023 VENDOR INFORAMTION

Spiritual Holistic Expo | SpiritualHolisticExpo.com

PURPOSE

The purpose of the Spiritual Holistic Expo is to demonstrate to our community the values of love, peace, acceptance, and tolerance of all religious beliefs, worldviews, and cultures through a carefully curated exposition of diverse vendors, goods, services, and lectures.

Isabelle L. Moll, Show Director

Nicholas C. Birosik, Managing Member

(610) 844-8258 | BirosikNicholas@gmail.com

September 16th and 17th 10am – 6pm Both Days

Venue: Ag-Hall
302 North 17th Street,
Allentown, Pennsylvania 18104.

Creating a Vendor Account

1. **NEW VENDORS must** create a new NicNac Charities Vendor Account at NicNacCharities.org/vendorSystem.html and provide a long form narrative description of the products or services that they intend to provide at the expo, prior to being issued a contract for the expo. This prescreening process ensures that new vendors:
 - a. provide legitimate, high quality, and meaningful services and products.
 - b. will keep a balanced show, based on available slots for the various service and product types.
2. New vendors will be issued a permanent Vendor ID. **Retain this number for your records.** Your login information to the system will be this number and your phone number.
3. Please log in to the system using the above listed information and proceed to register for the show.
4. Please watch this video if you need help: <https://tinyurl.com/NewVendorAccount>.

What is the Cost of Booths?

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|--|----------|
| 1. 10' x 10' draped booth ----- | \$300.00 |
| 2. Corner Booth Request ----- | \$350.00 |
| 3. Booth Placement Along the Outer Wall ----- | \$333.00 |
| 4. Large Draped Back Booth (10x16-10x20 depending on the year) --- | \$365.00 |
| 5. Electric outlet ----- | \$50.00 |
| 6. Full Electric ----- | \$100.00 |
| 7. Extra Table ----- | \$25.00 |
| 8. Extra Chair ----- | \$5.00 |

What is included in the cost of the booth?

1. Two vendor wristbands which allow you and one other person access to the show cost free for both days.
2. One dressed 8' table and two chairs – additional tables and chairs may be purchased at the time of contract or at the show itself.
 - a. You may certainly bring additional tables and chairs in addition to those that we provide (like BYOC/BYOT) 😊 we want to save you as much money as possible!!
3. A booth sign, which features your booth name and your booth number.

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4. \$7500+ dollars in advertisement to targeted community on Facebook and in print in Pennsylvania, New Jersey, Maryland, and New York.
5. Booth visibility by an expected 1000 visitors + through the door per day.
6. WiFi Pass.
7. Access to the finest quality vendor network on the Eastern Seaboard!

Payments

1. Split payments are welcome.
2. The full amount of the booth is due by **31 August 2023**.
3. Personal Venmo is accepted and treated as cash.
 - a. Kindly note Spiritual Holistic Expo and your booth name in the description of the transaction
 - b. **Our Venmo Handle** is @Birosik, and the last four digits of our phone number are 8258
4. Business Venmo requires a 5% fee in addition to the full cost of the booth.
 - a. **This fee will be assessed at the time of check-in if not paid in advance.**
5. We also take check and cash, feel free to mail them to the address listed below.
6. The booth is not “secure” until a deposit is made as described below.
 - a. We will do our best to remind you about deposits and final payments.
 - i. We reserve the right to release a space back for sale if after we call twice and email once as a polite reminder and still we hear nothing back.

Deposits

1. A deposit of \$150.00 is required for the first booth requested, every additional booth added to a contract requires an additional \$50.00 to secure the space for the expo. (For example, 3 booths would require a deposit of \$250.00.)
2. This deposit is non-refundable, non-transferable, and not assignable to other booths.
3. Any amount paid in excess of the deposit may be transferred to the next expo, should you be unable to make this expo, as long as that request is made ***in writing*** to the show director **AND** post marked by no later than exactly one month before the show.
 - a. For each day past one month prior to the show, 5% of the money in excess of the deposit amount will be forfeited until the 10th day thereafter in which all money will be forfeited.

Booth Setup Policies

1. We open our doors at 1200 hours on the Friday prior to the start of the show for vendors to start setting up. Please do not show up before noon, because the doors will not be unlocked until this time.
2. Setup time ends sharply at 7pm at which point AG hall security starts kicking people out 😞
3. The Saturday of the show we open our doors to vendor setup at 0700 hours.

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4. Your booth must be ready for inspection by 0915 on Saturday. The show director and president of NicNac Charities will be inspecting for* visual appeal, **and to enforce the fire code** – to verify for proper use of electric outlets (no ganging) as indicated by the vendor contract.
5. **All vendors should please move their car towards the Farmers Market prior to the start of the show, to allow for the expected record number of patrons to come through the door.**

Booth Cleanup Policies

1. We will take down the pipes and drapes, provided table and both chairs.
2. Booth cleanup starts at 6pm on the Sunday of the show, not before.
 - a. You must stay open for business until this time, to provide a tidy appearance for all other vendors at the show.
3. Any booth found in violation of this policy, without express written permission by the show director, may compromise their eligibility to return for future shows 😞

Preparing for the Next Show

1. We love looking forward and planning for a successful future 😊
2. **We know that technology can be a pain in the neck!**
 - a. If you need support filling out any of these applications or would like us to explain anything, feel free to ask – we love helping people!!!
3. The application process will remain the same as in times past. Please feel free to use the system and Nic will call you to confirm your booth selections.

Additional Policies

1. You must sell the products listed in your vendor contract or provide the services listed in your contract. We reserve the right to ask you not to sell any good other than that listed on your contract out of fairness to everyone else at the show.
 - a. A booth must always have at least one person always present. If you need a bathroom break and there is no one else available to watch your booth, you may ask one of our volunteers to watch over your booth for 10-15 coverage minutes at no additional charge.
2. Service animals are welcome.
3. No smoking is allowed on the premises, unless in a designated smoking / vaping area.
4. No open flames, smudging, incense, or lit candles are permitted, by fire code.
5. You agree to hold NicNac Charities Inc., Elysium Expositions, Spiritual Holistic Expo its officers' agents and any and all affiliated persons, entities, services, products, harmless from any and all claim arising from participation in this event. By submitting an application or contract with us you represent that you are of legal age, able to enter into legal agreements on behalf of yourself and the company you represent. You further agree that the indemnification is permanent and irrevocable. Should you be in any

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violation of any of these terms, we reserve the right to remove you from the show. We are not liable for any refunds, or liability for the services, products, advice, advertisement, suggestions, or claims that you or your booth make.

Lecture / Workshop

We love offering high-quality workshops to our visitors for free. If you have an idea for a lecture or workshop, please feel free to email them to our show director. We will be happy to place you as appropriate.

In your service now and always,

Isabelle & Nicholas

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