

PTAC

Vendor Standards & Regulations

1. Booth set up time is **Monday, July 24th**, from **12:00 PM until 5:00 PM**. Your actual booth location will assigned and taped off.
2. **Children are not allowed on the premises during PTAC hours.** Vendors must make alternative arrangements for childcare if necessary.
3. **Contract for Space:** The application for space and full payment of rental charges constitute a non-refundable contract for the right to use the space. Only in the event of uncontrollable circumstances rendering PTAC to be canceled, this contract will not be binding and vendor payments will be refunded in settlement thereof.
4. **All exhibitors are required to donate one door prize (minimum \$15 value) for each 6 x 6 booth.** Turn in door prizes (WITH NAME ATTACHED) to the PTAC Representative
5. Each booth is to consist of **vendor provided** tables with a maximum footage of two 6-foot tables. **PLEASE NOTE: Booths may be linear 12 feet or a 6 x 6 ft square or a number of other shapes to equal 12 feet. Because we need as much walking space as possible, some booths will be a creative shape!!! Also, there may not be room to stand BEHIND your booth. (Especially in the Atrium Locations.) Take this into consideration when planning your booth set up.**
6. Exhibitors must confine their activities to the booth space. **Exhibitor display will not be allowed to extend beyond booth space into the aisle.** Spaces will be taped for your convenience.
7. Vendors must remove and breakdown booths no later than 5:00 PM July 27th, 2022.
8. The usual church security is provided.
9. It is understood that the booth must be set up and manned for the time allotted (**7:30 AM –3:30PM**) unless specific deviation to this schedule has been approved by The Adventure Programs. (Teachers do arrive earlier than this.)
10. Indemnity: The vendors assumes the entire responsibility and liability for losses, damages, and claims arising out of theft, injury or damage to vendor's equipment, and other property brought upon the premises of Windwood Presbyterian Church and shall indemnify and hold harmless the PTAC agents, servants, and employees from all losses, damages, and claims.
11. PTAC vendors are bound by ordinances and regulation contained in the City of Klein Fire Prevention Code. Nothing must be taped, nailed, tacked, stapled, or otherwise fastened by any means to the building walls, etc. Any flammable liquids, gases, or other materials are prohibited.
12. Questions regarding these standards and regulations should be directed to **281-378-4080**.