



EVENT TERMS AND CONDITIONS

General

1. Merchants may only assign, loan, or sublease any booth space with prior approval of the Miami Springs Woman's Club (MSWC) Event Chair.
2. Merchants must not change the nature or content of the booth merchandise from that approved by the MSWC Event Chair.

Merchants must specifically identify on the Gingerbread Village & Marketplace application all merchandise that will be sold at their booth. To include any merchandise not included in the application, Merchants must give written notification no less than two weeks before the event's start and obtain approval from the MSWC Event Chair. Any merchandise without prior approval will be removed from the booth.

1. MSWC prohibits the sale of any item with profanity, offensive language or images, or any politically slanderous material.
2. Merchants must notify the MSWC Event Chair of any changes in contact information, including postal, email, and telephone number changes.
3. The sale, possession, purchase, and use of alcoholic beverages, illegal substances, non-prescribed controlled substances, or drug paraphernalia by any Merchant (or anyone under the Merchant's direction) at the Gingerbread Village & Marketplace event is strictly prohibited and will not be tolerated. The MSWC reserves the right to impose such sanctions and/or penalties as it deems appropriate, including but not limited to immediate termination of the Merchant's booth operation and forfeiture of booth in future events/fundraisers.
4. Any inappropriate behavior and/or conduct, including but not limited to foul or abusive language and/or violent behavior by any Merchant (or anyone under the Merchant's direction) at the Gingerbread Village & Marketplace, is strictly prohibited and will not be tolerated. MSWC reserves the right to impose such sanctions and/or penalties as it deems appropriate, including but not limited to immediate termination of the Merchant's booth operation and forfeiture of booth space for next year.
5. Operation of any appliance/equipment in the booth, including, but not limited to, a microwave, beverage machine, crock-pot, or engraver, etc., requires the purchase of additional electrical to meet the needs of the appliance(s)/equipment(s).
6. Merchants must adhere to these terms and conditions to be invited back to MSWC events.

Booth Setup (needs information)

1. The clubhouse will be open at 10:00 a.m. for setup. Set up must be complete by 1:30 p.m. The Miami Springs Woman's Club building will be locked promptly at 7:45 p.m. on Saturday.
2. Vehicles are not allowed to park on the side of the clubhouse on the gravel path. Vehicles may not be parked in any fire lanes or bus stops at any time.
3. Children or pets are not allowed in the buildings during the setup period.

Booth Maintenance

1. Merchandise displays must always be kept within the rented space after setup is complete.
2. A booth may not extend into the aisles, and merchandise may not be offered or sold outside the rented booth space for any reason.
3. Merchants must always have a representative in their booth during event operating hours.
4. Price reductions during the event may be made at the discretion of the Merchant.



5. Music or other disturbing noise, including voice amplifiers, etc., is strictly prohibited by any Merchant at any time (except for music played by Merchants selling musical merchandise with prior approval by the MSWC Event Chair).
6. Merchant is responsible for maintaining the cleanliness, orderly appearance, and public safety of their booths always.
7. Merchant is permitted to enter the MSWC Clubhouse building at 10 a.m. on Saturday for setup and up to 1 hour on Sunday of the Gingerbread Village & Marketplace event.
8. Smoking is NOT allowed inside the MSWC Clubhouse building or at the outside event setup location at any time.
9. Open flames (-i.e., candles, sterno cans, etc.) are prohibited inside the Miami Springs Woman's Clubhouse building at any time. Candle burning is expressly forbidden and will be strictly enforced. Any Merchant burning a candle will result in immediate termination of the Merchant's booth operation.
10. Pets are not allowed in Merchant booths at any time. (Service animals are permitted).

Merchant Passes

1. A "Merchant Pass" must always be worn by every booth worker during setup and event operating hours.
2. Merchants and/or booth workers will only be admitted to the event with a "Merchant" pass or paid ticket.
3. The Merchant is responsible for and must distribute passes to both workers before the event or leave passes with one of the Event Chairs.

Merchant Tear-Down

1. Merchants may begin booth tear-down after 7:00 p.m. on Sunday and must complete tear-down by 9:00 p.m.
2. Any merchant who tears down their booth in any way before Sunday, 7:00 p.m., will automatically forfeit the right to participate in future MSWC events.

GFWC Miami Springs Woman's Club retains the right to modify, add to, or delete from the Merchant Regulations at any time.

