



PumpkinFEST



Shopping Vendor Rules and Responsibilities

1. **Vendors will be permitted to display and sell only the items specified on their application.**
 - a. Westfield on Weekends (WOW) will review applications and accept ONE direct sales company representative; there will be no exceptions.
 - b. Due to the location (school grounds) and family nature of these events, Vendors agree by submitting their application that they **will not sell any items related to or depicting alcohol, tobacco, marijuana, or any other "contraband" products** per mandate of the Westfield Police Department.
2. **Space Allocations**

Vendors may reserve a 10x10 space. Vendors are responsible for providing their own chairs, tables, display items, and an optional canopy/tent (*should you choose to use a canopy/tent, it **must** be secured with stakes and sandbags/canopy weights. This is non-negotiable per the city of Westfield for public safety).*
3. **Vendors will not be permitted to expand their space beyond the set dimensions.**

In the event more than a 10x10 space is needed (or 8ft table, if applicable), the purchase of additional space **will be required**. *Vendors must request to share a booth with another vendor at the time of application and no later than 10 days prior to the event as the event map is designed and finalized once application submission is closed.*
4. **Shopping Times**

Pumpkinfest runs from 11:00 a.m. – 3:00 p.m. Shopping is both invited and encouraged during all of the event's other festivities. Because of this, it is expected that vendors to remain "open" until **3:00 pm** or until their inventory is depleted (Vendors are not permitted to drive off of the field prior to "close" except for emergency circumstances or with prior approval, during the active event for safety reasons.
5. **There is no electricity available to the vendors for these events.** If you require electricity for your booth, please consider obtaining a small **quiet** generator.

6. **Vendors must secure all displays** that may tip over/blow away, or any cords/items that may be trip hazards. Again, this is a matter of public safety. Please keep this in mind when designing your space.
7. **All vendors understand and agree that it is their responsibility to stay up to date on event information.** Vendors with a Facebook account should mark "going" on the event page. E-mailed updates will be the main source of information. Additionally, it is the vendor's responsibility to communicate in writing via e-mail with organizing staff any changes or accommodation requests (texts/Facebook messages are not acceptable).
8. **In advance of the event (typically 10 days prior), vendors will receive their load in time and space number via email.** Vendors may not enter the field without checking in as all spaces and parking will be assigned by organizing staff. Once you are settled in your space, someone will collect your raffle prize from you (you are welcome to drop it off at the raffle tent).
9. **Set up times will be assigned. Please expect an email with a vendor guide sheet which will identify your load-in time. Vendors will not be permitted to drive up to their assigned space for public safety reasons. Please plan accordingly.**
10. **It is the vendor's responsibility to inform event organizers if they cannot attend the event as soon as they become aware. Deposits are NON-REFUNDABLE and NON-TRANSFERABLE**
(Organizers reserve the right to make exceptions on a case-by-case basis).

At the time of application, vendors acknowledge and agree that failure to adhere to any of the above rules/responsibilities may result in the loss of vendor deposit(s), removal from future events, and/or removal on the day of the event. This determination will be made at the discretion of the Westfield on Weekends Team.