

# Playland Expos — Vendor Guidelines

Applies to all events in Minnesota & Wisconsin

Thank you for being a part of Playland Expos! To ensure a safe, successful, and enjoyable experience for all attendees and vendors, we ask for you to carefully review **all** of the following vendor guidelines.

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## Setup & Teardown

### Setup Time:

Vendors may begin setting up **no earlier than 9:00 AM** on the day of the event. All setup must be completed by **10:50 AM**, **prior** to the mandatory vendor meeting before general admission..

### Teardown Time:

Teardown may begin **no earlier than 2:45PM**. Earlier teardown is strictly prohibited without prior approval and may impact your registration priority for future events. All vendors must be fully **packed up and vacate the venue by 4:00PM**.

## Animal Welfare & Display Standards

- All animals must be housed in clean, secure, and appropriately sized enclosures.
- All licensees and permits pertaining to animals must be provided if asked. USDA licensing must be displayed at all times.
- Fresh water must be provided to small animals at all times.
- Hand sanitizer must be available at each animal interaction point.
- Animals showing signs of illness, injury, or neglect may be removed from the event at the discretion of event staff. Staff will conduct walkthroughs to ensure all animals are healthy and in good condition to be on vendor tables.
- All plants and animals must be appropriately labeled.

# Prohibited Items

For the safety and well-being of all participants, the following items are **prohibited for sale or display**:

- Venomous or dangerous animals (e.g., hots, crocodilians, large constrictors exceeding local ordinances)
- Wild-caught animals without appropriate permits
- Endangered or protected species
- Sick, injured, or underage animals (must be weaned and species-appropriate)
- Non-animal related items, including firearms, illegal substances, or political merchandise
- No poultry, outside birds, or hoofed animals are permitted.

# Health & Safety Regulations

- All vendors must adhere to state and local licensing regulations in Wisconsin and Minnesota, as well as relevant tax requirements according to state and federal laws and regulations. It is the responsibility of the vendors to know what the laws are.
- Vendors are responsible for ensuring the health and behavior of their animals, including obtaining necessary veterinary certifications if crossing state lines.
- All enclosures and display tables must be clean, secure, and organized at all times. Vendors must provide their own table cloths.
- Smoking and open flames are prohibited inside the venue.
- Vendors are **NOT** allowed to have customers bring in animals unless it's for bird trimming services.
- Playland Expos, the event staff, and the venue are not responsible for damages, injuries, illness, or theft involving persons, property, or animals.

# Vendor Conduct Expectations

We ask that all vendors:

- All vendor products must align with the Planland Expo theme which includes plants, reptiles, birds, small animals, invertebrates, amphibians, and corresponding products.
- Treat guests, staff, and fellow vendors with courtesy and professionalism.

- All sales are between the vendor and the buyer. Playland Expos is not involved in the transaction process. We recommend obtaining contact information from buyers for follow-up purposes.
- Refrain from using aggressive sales tactics or engaging in disruptive behavior.
- Fill out appropriate tax documentation for the event(s) attended.
- Maintain a clean and orderly booth area, and dispose of trash appropriately at the end of the event.
- Avoid discriminatory, offensive, or inappropriate language or actions.
- Adhere to all instructions from event staff and comply with venue policies.

## Refund & Cancellation Policy

### **Vendor Cancellation:**

Vendors wishing to cancel must notify us at least **14 days** before the event to receive a refund. Cancellations within **14 days** of the event may not be eligible for a refund, unless in cases of emergency. Vendor referral incentives and free raffle tables are not refundable unless in cases of emergency.

### **Playland Expos Cancellation/Postponement:**

In the rare event that Playland Expos must cancel or reschedule an event, vendors will be offered a full refund or the option to transfer their registration to a future date.

### **No-Shows:**

Vendors who fail to show up without prior notice will not be eligible for a refund and may lose their registration priority for future events.

## Vendor Referral Program & Vendor Raffle:

**Referral:** Vendors who refer new participants to Playland Expos will earn **\$10** toward future table fees. To participate, please provide the name of the vendor who referred you on your vendor application form.

**Raffle:** At the end of each event all participating vendors will be entered in to win a free table voucher.

## Social Media & Promotional Use

By attending and participating in Playland Expos, you grant permission for Playland Expos to use any photos, videos, or social media content featuring your booth, animals, or products for promotional and advertising purposes across Playland Expos' platforms.

## Final Notes

These guidelines are designed to ensure that Playland Expos remains a safe, enjoyable, and well-organized event for all. Non-compliance with any of these guidelines may result in removal from the event without refund.

By securing a vendor table, you are agreeing to comply with all rules and regulations set forth in this document.

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Questions? Contact us at [Playlandexpos@gmail.com](mailto:Playlandexpos@gmail.com)

Thank you for being part of the Playland Expos community!

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