

2022 HOLIDAY MART POLICIES & PROCEDURES

GENERAL:

1. Merchants are prohibited from subleasing, assigning, or apportioning to another party the whole or any part of the contracted space allotted to them by the Holiday Mart. The allotted space is for the sole and exclusive use of the Merchant named on the contract.
2. Merchants are solely responsible for notifying the Merchant Committee Chairmen of any address, phone number or email address changes.
3. **Merchants making a significant change to the type of merchandise they plan to sell at the Holiday Mart shall notify the Merchant Committee Chairmen at least 30 days prior to the Holiday Mart in order to change marketing material appropriately. These changes must be approved by the USJ Holiday Mart Merchant's committee.**
4. The Merchant Committee Chairmen reserves the right to refuse booths which may violate community standards of decency or otherwise infringe upon the rights of our patrons, exhibitors, or members of the public, and to refuse space when deemed unsuitable by the Holiday Mart Chairmen.
5. All Merchants are expected to conduct themselves in a professional manner and according to the rules governing booths. Merchants will refrain from mentioning their competitors or their products or services in a derogatory manner or in any other way disparaging another Merchant who is also participating in the Holiday Mart. Any unruly conduct, refusal to follow rules, or use of foul language may be considered grounds for expulsion from the Holiday Mart. Such Merchants will not be invited to return to subsequent Holiday Marts.
6. **Merchants are prohibited from drinking, selling or otherwise making available to the public any alcoholic beverages of any type.**

FINANCIAL

1. 2021 returning Merchants must return their signed 2022 contract, completed merchant information sheet and \$300 deposit by April 1, 2022. Failure to return these items by that date will result in re-assignment of booth space.
2. All Merchants for the Holiday Mart must pay the balance of their booth fee by August 1, 2022. Failure to pay in a timely manner will result in booth re-assignment.
3. Merchants must have a zero balance prior to August 1, 2022.
4. A \$50 service charge will be assessed for all returned checks.
5. Merchants must request in writing by August 31, 2022 to request their deposit back if they have chosen not to participate in the 2022 Holiday Mart. Any monies paid will not be returned after August 31, 2022.

BOOTHS

1. Merchants shall keep all of their merchandise inside the perimeters of their booth or in their trailers/vehicles. **There is no additional storage available at the Civic Center.**
2. All materials, fabrics, table coverings, etc., used in booth must be flame resistant.
3. Merchants shall not deface Civic Center facilities or property in any way. Use of staples, paint, nails, etc. on floors and/or walls is prohibited unless specifically approved by the Civic Center Manager. Damage incurred to the Civic Center facility or property is the financial responsibility of the exhibitor.
4. All booth furnishings, including signs, must remain inside the height (8 ft) and width (8 ft) and length (footage per contract) boundaries of designated booth space at all times. Nothing can be hung from any ceiling area, including the stage. Also, nothing should be attached to shared pipe and drape. Damage done to neighboring booths/merchandise will be the sole responsibility of the Merchant causing the damage.
5. Each Merchant is entitled to a reasonable sightline from the aisle regardless of the size of his/her exhibit. Merchants with a larger space should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others.
6. Any area outside the perimeter of a Merchant's booth is available for use by the Parents Club provided such use does not impede on the Merchant's reasonable sightline from the aisle.
7. **MERCHANTS MUST HAVE AT LEAST ONE PERSON IN ATTENDANCE AT THEIR BOOTH AT ALL TIMES** the Holiday Mart is open to the public and must care for and keep in good order the space occupied by them, taking every precaution against possible injury to visitors, guests, or employees.