



New Moon Psychic Faire & Whole Life Expo Policies & Procedures

1. Only one business or organization may operate in each booth space; sharing booth with other businesses or organizations is prohibited. Booth space may not be reassigned or sublet. Expo participants may not distribute, display, or sell products, literature, or other items from any business or organization other than the one specifically contracted with New Moon Psychic Faire and Whole Life Expo to rent the space.
2. New Moon Psychic Faire and Whole Life Expo will determine locations of all booths.
3. Items and products:
 - a. A Booth Space Application must be completed, including a full list of all items or products to be sold, distributed free or sampled; New Moon Psychic Faire and Whole Life Expo must approve these prior to the start of the Expo.
4. General Rules for Expo Participants:
 - a. Participants must provide their own shelves, display racks, etc.
 - b. Participants must make their own arrangements for transport of their products, equipment, etc., to and from their booths; Expo personnel are not available to assist, and the Expo cannot provide storage space for products, equipment, literature, etc. for Participants.
 - c. Participants must take full responsibility for set-up and other display materials.
 - d. Participants must have personnel present and in their booths at all times during the official operating hours of the Expo:
Saturday, 10AM – 7PM & Sunday, 10AM-6PM.
 - e. **Participants may not open or close earlier or later than official operating hours, without express permission of New Moon Management.**
 - f. Participants must keep all displays, merchandise, etc. within the confines of their booth.
 - g. Participants must maintain a neat and clean area in and around the space.
 - h. Participants may not hawk, peddle, sell, or advertise outside the assigned area.
 - i. Participants may not distribute literature or other items to passers-by while standing outside of their assigned area.
 - j. Participants may not have music or conduct activities that may be disruptive to neighboring participants, passers-by, or New Moon Personnel. New Moon Psychic Faire and Whole Life Expo reserves the right to make such determinations.
 - k. Participants must return the areas to their pre-Expo condition (if repair and cleaning costs are incurred and New Moon Psychic Faire and Whole Life Expo determines Participant is responsible, the Participants will be billed for the cost of the repair).
 - l. Due to Fire Marshall regulations burning of candles is prohibited during the Expo.
 - m. Readers may not offer services for less than \$25. Please keep this in mind when establishing your pricing for this show.
 - n. For legal reasons please display a disclaimer that alerts the public to the fact that “All readings are for entertainment purposes only.”
5. Fee Requirements:
 - a. All Participants must have entire booth fee paid in full prior to set up.
6. Permits/Certificates:
 - a. Vendors are solely responsible for collecting and paying all New York State sales taxes and shall properly display their New York State Sales Tax Certificate. **Two copies of your Sales Tax Certificate must be submitted to New Moon Psychic Faire and Whole Life Expo by September 1, 2010. (NOTE: These are required by the Dome each year. They are not kept on-file by New Moon Management.)**
 - b. Participants are responsible for obtaining and displaying any health or other permits as required, and operating within any local, state, or federal guidelines or laws.
7. Participant is solely liable for equipment (installation, operation, and teardown), and any other personal property at the Expo. Participant represents he or she has insurance coverage for said items to cover loss due to vandalism, theft, or any other casualty. Any losses due to fire, theft, damage, or injury is the sole responsibility of the Participant. It is specifically agreed that New Moon Psychic Faire and Whole Life Expo, Barbara Konish and Monroe County Fair and Recreation Association, Inc. shall be held harmless for any claim of theft, vandalism, casualty, or loss.
8. Participant agrees to defend and indemnify New Moon Psychic Faire and Whole Life Expo, Barbara Konish and the Monroe County Fair and Recreation Association, Inc., their agents and employees, against any and all losses, expenses, claims, suits, damages, or causes of action whatsoever arising out of granting of the Booth Space Application, and against any order of decrees or judgments which may be entered therein, due to any injury to any person and/or property or loss of life sustained in or about the Fair, or associated with the event during the term of this agreement, caused by the negligence or wrongful, intentional acts of the Participant, its employees or agents.

I understand and agree to abide by the above policies and procedures. Upon acceptance of my application, this form will be binding and will represent the terms of the contract:

Authorized Signature _____ Date _____

Printed Name _____

Accepted by: (New Moon Rep) _____ Date _____

This **signed form must accompany your application** and be sent to:
*New Moon Psychic Faire and Whole Life Expo
 31 Tottenham Road
 Rochester, NY 14609*

Questions should be directed to Barbara Konish 585-224-8657