

VENDOR AGREEMENT

By remitting payment to LoveLex Boutique to participate in any of our events in Colorado, you acknowledge and agree with the terms listed below.

PAYMENT

1. Payment must be submitted when securing your booth. We **DO NOT** hold spots. Only full payment confirms your participation.
2. **There are NO refunds allowed. We repeat, NO REFUNDS will be issued!**

If we must cancel an event, we will reschedule it and you will be given a participation credit. All cancellations will be announced on our social media channels, and via email. **If you cancel your participation or don't show up to an event, no refund will be issued, and a credit may or may not be issued. Whether or not a credit is issued is at the discretion of LoveLex Boutique.**

PARTICIPATION & CONDUCT

1. As a participating vendor, you are required to promote your participation in the events you have decided to join. All participants will be sent flyers to promote the event.
2. You are required to show up **ON TIME** for an event. For popup shop events you must stay until the event has ended, even if you sell out or traffic slows down. If you fail to arrive on time or leave an event early, you may not be allowed to participate in future events.
3. If you choose not to participate after you've made payment, you cannot give your space to another brand/individual.
4. During an event, you and anyone associated with your brand must adhere to the following code of conduct:

- At popup events, markets, and fairs, you are required to work your booth the entire duration of the event. If you leave your table unattended, no one else will cover it for you.
- Do not play your own music.
- Do not engage in any physical or verbal altercations. Anyone seen fighting (whether physically or verbally) will be asked to leave the event immediately and will not be allowed to participate in future events.
- Do not damage the provided set up items in any way.
- Clean up after yourself and properly dispose of any trash you generate.

If you do not adhere to all parts of the code of conduct, you may not be allowed to participate in future events.

SETUP & TEARDOWN:

1. Setup times and teardown times are very important to follow. So please be on time to set up and ready to go by time the market begins.
2. For popups, you must fit your display into the pre-set space allotment. You will be required to consolidate your display if it takes up more space than allowed.
3. For popups, your spot will be assigned to you. Someone will be there on the day of the popup to direct you to your area.

MARKETING

1. You grant LoveLex Boutique full permission, perpetual and worldwide, to use your business name(s), logo(s), photographs from your website/social media and photographs taken of you by our photographers, videos from your website/social media and video taken of you by our videographers, audio, and words to promote our brand and events on any distribution channel.
2. You agree to market your participation in an event on your social media platforms and/or website.
3. We, the LoveLex team, will market the event to the best of our ability, but we cannot guarantee a specific turnout for each event.

CONDITIONS of LIABILITY

1. LoveLex Boutique reserves the right to change the venue and time of an event. If this is done, you will be notified as soon as possible.

2. LoveLex Boutique reserves the right to cancel an event. If this is done, you will be notified as soon as possible and given a participation credit.

3. LoveLexBoutique and the owners of the venue are not responsible for any of your merchandise/belongings that become lost, stolen, or damaged.

4. You are responsible for all business license and payable taxes to the city in which the event is held in

5. LoveLex Boutique and the owners of the venue are not responsible for any physical or mental reactions you may have to food, drink, or substances you consume at the Shop Small, Support Big Events. By participating in any of our events, you agree to not hold LoveLex Boutique brand, any LoveLex Boutique representative, or the venue owners liable for or take any legal action against them for any physical or mental reactions you may have to food, drinks, and substances you consume at the Shop Small, Support Big events.

6. LoveLex Boutique and owners of the venue are not responsible for any injury you may sustain during an event and by participating in any of our events, you agree to not hold the LoveLex Boutique brand, any LoveLex Boutique representative, or the venue owners liable for or take any legal action against them for any injury you sustain during the Shop Small, Support Big events.

Sign: _____

Print: _____

Date: _____