

New London Area Chamber of Commerce – Vendor Rules & Policies

These rules apply to all vendors participating in events hosted by the New London Area Chamber of Commerce (“The Chamber”). By submitting an application and payment, vendors agree to abide by these terms.

1. Vendor Acceptance Policy

The New London Area Chamber of Commerce reserves the right, at its sole discretion, to accept or deny any vendor application for any reason. Applications may be declined based on, but not limited to:

- Space availability
- Product/service duplication
- Event theme compatibility
- Prior conduct
- Non-compliance with event rules

The Chamber expects all vendors to maintain a professional and respectful demeanor toward event attendees, fellow vendors, Chamber staff, volunteers, and the community — both during the event and in any public interactions before or after the event. **Behavior deemed unprofessional, disrespectful, or detrimental to the reputation of the event or the Chamber may result in denial of participation in current or future events.**

2. Payment & Application Deadlines

- Applications will not be processed without full payment.
 - Payment must be received by the posted deadline to secure your space.
 - Early bird rates are only valid if payment is received / postmarked by the stated date.
 - Returned checks or failed transactions may result in loss of space.
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3. Space Assignments

- Vendor spaces are assigned by the Chamber; requests will be considered but not guaranteed.

- Returning vendors may request the same space as the prior year if available.
 - Vendor locations will be provided in the set-up instructions sent the week before the event through the email address provided.
 - Vendors may not move to into an empty location without prior approval from the chamber.
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4. Set-Up & Take-Down

- Set-up times will be listed in the vendor instructions. Early arrival before official set-up times is not permitted unless approved. Volunteers will not be on site for direction until the designated set-up time.
 - All vehicles must be unloaded and removed from vendor areas by the stated cut-off time prior to event start.
 - Vendors must remain set up for the full duration of the event. Early tear-down is not allowed without prior approval.
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5. Booth Presentation & Requirements

- Vendors are responsible for bringing their own tables, chairs, tents, and displays.
 - All items must fit within your assigned space and not block walkways or neighboring vendors.
 - Tents must be properly weighted or staked for safety.
 - Booths should be neat, professional, and safe for attendees.
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6. Conduct & Behavior

- Vendors must act in a professional, courteous manner toward all event participants.
- Harassment, profanity, aggressive sales tactics, or confrontations with attendees, other vendors, or Chamber representatives will not be tolerated.
- Negative, defamatory, or hostile public comments about the Chamber, its events, or its representatives — whether in person, in writing, or on social media — may result

in immediate removal from current events and denial of participation in future events.

7. Prohibited Items & Activities

- No sale of illegal, counterfeit, or trademark-infringing goods.
 - No distribution of political campaign materials without prior Chamber approval.
 - No amplified sound, generators, or activities that disrupt neighboring vendors without approval.
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8. Insurance & Liability

- Vendors are responsible for their own insurance coverage for products, liability, and personal property.
 - The Chamber is not responsible for loss, theft, damage, or injury.
 - By participating, vendors agree to hold harmless the Chamber, its staff, volunteers, and partners from any claims arising from participation in the event.
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9. Weather & Cancellations

- Events are generally held rain or shine.
 - No refunds will be issued for weather-related cancellations unless otherwise stated.
 - The Chamber reserves the right to cancel or modify the event for safety or other unforeseen reasons.
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10. Enforcement & Consequences

Violation of these rules may result in:

- Verbal or written warning
- Immediate removal from the event without refund
- Denial of participation in future Chamber events

By applying and submitting payment, you acknowledge you have read and agree to these Vendor Rules & Policies.