



## HAUNTED IN NEW YORK EVENT VENDOR APPLICATION

### CONTACT INFORMATION

Name:

Business Name:

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website / Social Media:

### BOOTH REQUIREMENTS & PRICING

(Each vendor space includes 2 chairs)

10x10 ft Table Space — \$249

Other: \_\_\_\_\_

### ADDITIONAL NEEDS

Electricity (fee)

Wall Space

Wi- Fi

Additional Chairs

Other: \_\_\_\_\_

### VENDOR RULES & POLICIES

(Includes ALL original rules + ALL updates A–P)

#### A. No Alcohol / No Food Sales

- No alcohol may be sold unless you are a contracted brewery.
- No food may be sold unless you are a contracted caterer.

#### B. Event Passes

- Vendors receive two (2) event passes.

- Additional persons must purchase their own ticket.

#### C. Identification Badges

- All vendors must wear their identification passes at all times.
- Passes must remain visible.

#### D. Setup & Breakdown Times

- Vendors must be fully set up 30 minutes before doors open for inspection and safety checks.
- Vendors must be fully broken down and packed up within 45 minutes after the event ends.

#### E. Lost or Stolen Goods

- Evolve Today Events, Haunted in New York, and the venue are not responsible for lost or stolen goods, merchandise, equipment, or money.

#### F. Recommended Security Measures

- Vendors are strongly encouraged to use a lock box for cash and a secure card processor such as Square.

#### G. Booth Placement

- Vendors must set up only in their assigned booth spaces.
- No switching, trading, or relocating spaces on the day of the event.

#### H. Booth Boundaries

- Vendors must not impose on neighboring booth space.
- All displays, signage, merchandise, and equipment must remain within your assigned area.
- No hanging signs or materials that extend into or over another vendor's space.

#### I. Event Layout & Safety

- The event layout is designed for safety, traffic flow, and emergency planning.
- Vendors may not move or alter the layout without approval.

#### J. Vendor Approval

- Evolve Today Events, and Haunted in New York, reserves the right to approve or decline any vendor to maintain event quality and balance.

#### K. Communication Requirement

- Vendors must maintain communication with the event coordinator.
- Failure to return emails, calls, texts, or messages may result in forfeiture of booth space.

#### L. Maximum Personnel

- Each vendor space is limited to three (3) people maximum.

#### M. Wall Restrictions

- No items may be taped, tacked, stapled, glued, or nailed to venue walls.
- All banners, signs, and displays must be hung using free-standing stands (pipe- and- drape, wooden frame, etc.).

#### N. Damage Responsibility

- Vendors are responsible for any floor, wall, or property damage they cause and agree to cover repair costs charged by the venue.

#### O. Legal Compliance

- Vendors must comply with all state and local ordinances.

#### P. Refund Policy

- Booth fees are non- refundable unless the event is canceled by the organizer.

#### PAYMENT & SPACE GUARANTEE POLICY

- All fees must be paid in full.
- Payments may be made via online invoice, PayPal, Cash App, credit/debit, or check.
- Checks must be made payable to: Evolve-Today Events.

#### Mailing Address for Checks:

Shelley Pettit  
Evolve-Today Events  
173 Jockeyville Rd.  
Lot 45  
Gloversville, NY 12078

#### Online Payments:

[www.evolve-today.com](http://www.evolve-today.com)

<https://hauntedinny.wixsite.com/hauntedinny/haunted-in-new-york-event>

Vendor spaces are NOT guaranteed until BOTH are received:

1. A valid vendor liability insurance certificate (if applicable)
2. Full payment that has cleared

Applications missing either requirement remain pending and may be released to another vendor.

#### SIGNATURE AGREEMENT

I agree to the terms listed above.

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_