

INDIAFEST BAZAAR VENDOR Guidelines and Rules & Regulations

Attendee hours: noon to 10pm

**Location: University of Delaware's Bob Carpenter Center
631 South College Avenue, Newark, DE 19716**

Dear Vendor:

You can find the Vendor Registration form, these guidelines, Venue Layout, Stalls Layout, Parking & Unloading information at: <http://iaadelaware.org/vendors.html>

Please register/check-in on your arrival with one of the Bazaar Vendor coordinators named below.

You can start arriving from 8:30am. You should be set up completely by 11:30am. UD's staff, IAAD Coordinators and the Fire Marshall will be walking through the venue including the Bazaar vendor areas at 11:30 for an inspection.

Your designated Stall area will be identified to you on arrival. Our allocations are final.

Please make sure your approx 10' * 10' area is in the same clean condition as it was given to you when you registered in the morning.

Thank you for your cooperation. If you have questions please feel free to call / email us.

Sincerely,

IAAD Bazaar vendor coordinators

Alpa Parikh - Email id: abparikh11@gmail.com Tel: 267-309-4971

Joe Paul - Email id: arakkal@hotmail.com Tel: 302-584-8974

Anand Dhelia - Email id: anand@dhelia.com Tel: 302-981-9457

PLEASE REVIEW THE GENERAL GUIDELINES ON THE NEXT PAGE

IndiaFest 2016 GENERAL VENDOR GUIDELINES / Rules & Regulations

- Each exhibitor will get two admission tickets per paid stall
- Additional attendees will have to purchase entrance tickets.
- If you request an electric point, **do not forget** to bring long extension cords
- Failure to complete set up by 11:30am may result in the forfeiture of the table space and the stall rent
- Exhibit tables should not be left unattended during hours of operation
- All exhibitors must adhere to the event hours of noon to 10pm
- Racks and /or displays are to be maintained within your designated stall area
- Items should not be displayed in the walking aisles or interfere with other table spaces
- Exhibitor is not allowed to sell/display any products other than mentioned category in their registration form
- There should be no noise / other disturbance that can adversely affect cultural Performances or other vendors
 - Vendor Coordinators decision will be final if you are asked to reduce or eliminate such noise that they deem as inappropriate
- No food/drinks can be sold in the Bazaar area
- No Displays are allowed on the bleachers or barricades
- Hanging racks for clothing are allowed
- All Exhibitors are responsible for breaking down boxes/cartons/crates and moving it to the dumpster or designated area
- It is advisable to bring your own dolly / cart
 - We may have none or very limited dollies
- Amounts once paid cannot be refunded and are not transferable
- IAAD reserves the right to change the bazaar layout at any point of time
- IAAD will assign stalls at its sole discretion (other the Premium Stalls mentioned on the registration form)
- IAAD reserves the right to refuse a Stall to anybody
- Neither IAAD nor the University of Delaware are responsible for any theft or loss or damage of your goods
- No Insurance will be provided by IAAD
 - Bazaar Vendors are responsible for their own insurance.