

MAFA 2023 VENDOR AGREEMENT

1. At Millersville University, the term of this agreement shall commence at 8 a.m. on June 22, 2023, and shall end at 3 p.m. June 25, 2023.
2. It is understood that MAFA will assign spaces based on the vendor application requirements and the general appearance and overall planning of the MAFA Marketplace.
3. If the booth space leased by a vendor is not occupied by the time set for completion of displays, such space shall be considered canceled and MAFA reserves the right to use the space as it sees fit, or to re-let such space. The vendor shall remain liable for the rental in full.
4. With regard to Vendor eligibility:
 - a. MAFA reserves the right to determine the eligibility of vendors based on products intended to be sold and booth design provided by the vendor on the Vendor Application and booth photograph. Acceptance is at the sole discretion of MAFA.
 - b. Vendors shall not solicit business in the aisles or in booth(s) other than their own.
 - c. The Vendor agrees to observe the laws of the jurisdiction in which the building is located.
 - d. The Vendor shall conduct him/herself in a manner considered proper for the welfare of MAFA, other Vendors and Attendees. Equipment and/or sound should be operated at an acceptable level to be determined at the discretion of MAFA, which reserves the right to take the action deemed necessary.
 - e. At least one person should be in the booth space during all hours in which the Vendor Hall is open.
 - f. MAFA reserves the right to take what action is deemed necessary to see that the provisions of this agreement are met, up to and including the termination of the Vendor Agreement and retention of the full amount of monies paid by the Vendor.
5. With regard to booth space:
 - a. The Vendor will be responsible for the arrangement of products and displays within its own booth.
 - b. Products and displays **must remain within the confines of the allotted booth space rented and may not extend into the aisles.**
 - c. **No Vendor may dismantle its display until 9:00 p.m. Saturday.** Failure to comply may be cause to revoke future exhibiting privileges with MAFA.

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- d. The Vendor agrees to have removed all display goods and properties from the show building by 2 p.m. on Sunday of the Conference. The Vendor will be responsible for all expenses incurred by the failure to meet this portion of the agreement.
6. With regard to unloading/loading procedures:
 - a. Vehicles should be unloaded/loaded in a timely fashion. Please be courteous and treat other vendors the way you wish to be treated as you unload/load your vehicle.
 - b. Loading area and set-up/take-down times will be sent prior to the conference.
7. Vendor space canceled prior to December 31, 2022, is subject to a 20 percent cancellation fee. Vendor space canceled after December 31, and before March 31, 2023, is subject to a 70 percent cancellation fee. Cancellation after March 31, 2023 is cause for forfeiture of full payment. In the event of a cancellation, MAFA reserves the right to use the space as it sees fit, including re-letting the space to another vendor.
8. Your online payment will be your acceptance that you have read and will abide by this Vendor Agreement.