**Held at Lexington Center, Heritage Hall
Dealer Rules and Procedures**

1. Booth space is NOT transferrable. Exhibitor tables must be occupied at all times when the dealer’s area is opened to the public (No Exception). Event Staff will not be able to watch any dealer’s booth.

2. No booth space will be fully reserved until payment is received.

3. Each exhibitor will be granted **two weekend passes with each booth purchased** . These passes will allow entry into the event all 3 days with no special entry to seminars or events that may require an extra fee. If additional passes are needed, they will need to be purchased before entering your booth. You may now purchase up to four additional weekend passes at half price. These discounted extra pass purchases will not be available to purchase on site at check in OR 1 week prior to the event.

4. Festival participants must have booths completely set up by 2 pm on Friday and remain set up during the entire show through 5:00 pm Sunday. **Exhibitors who arrive after doors open to the public may lose their space to those on our waiting list. No Refund will be offered.**

5. Changing assigned locations or space is NOT possible at the event. If you have any concerns they must be taken care of before you set up your booth. The Check-in staff will gladly help you with these concerns. Corrections to original booth placement will be made when needed.

6. Adding racks, additional tables, etc., to your space is permitted as long as you do not exceed the boundary of your paid booth space. Assigned booth locations may not be changed without The ScareFest approval. Maximum of two people per 10 x10 booth space are allowed. Additional people and those not indicated in advance may have to pay full admission for entry. Please contact us at vendors@thescarefest.com if you have any questions about your space.

6. The ScareFest has the right to refuse or remove any displays of a pornographic or extremely graphic nature. This is a family event. Please notify us in advance if you may have material you think may be offensive. We will review said material for approval. This also applies to vendor clothing and attire worn during the show. If you are found to be wearing inappropriate clothing as defined above, you may be asked to change or leave, with no refunds due.

7. Exhibitors shall not distribute or sell any copyrighted material unless all necessary rights and all royalties and fees have been paid.

8. Any dealer who appears to be under the influence of drugs or alcohol and displays any disruptive behavior will be asked to leave with no refunds given on any fees paid in advance. Being discourteous to the fans will result in you being asked to leave with no refunds given on any fees paid in advance.

9. The following are NOT permitted: open flames (candles must be inside glass containers), helium balloons, distribution or use of adhesive backed decals, glitter, or confetti. Do not remove or reposition Convention Center planters, furniture, or equipment. Convention Center regulations will be strictly enforced.

10. Signage should be displayed on an easel or hung from pipe and drape using S-hooks. We will have a free literature table for your promotional materials. Please restrict signage and promotional materials to these spaces. Pins, tacks, glue are NOT to be used on tables, linens, drapery or walls at any time. Repair costs will be incurred by any participant causing damage.

11. Celebrities, Readers and Healers are expected to post their fees and services clearly.

12. Good Neighbor Policy: Dealers are asked to observe the “Good Neighbor Policy”. Dealer sales should be conducted in a manner not to be objectionable or offensive to neighboring booths. Dealers playing musical instruments and CDs/tapes during the Festival are often disruptive to readers and healers. If you plan to play music or drum during the Festival, please indicate so on this agreement so that we may place you accordingly.

13. Checks returned for non-sufficient funds will incur a $35.00 fee and may result in loss of space.

14. Liability Waiver: Vendors agree to discharge Ghost Chasers International, ScareFest, and its staff from any suits or claims based on property/possession loss or damage or physical, mental or emotional harm or injury incurred while attending.

15. **Nonprofit & Charity Activities**: Each year we work with a specific number of Not for Profit groups and charitable organizations. To have an established booth and presence and collect funds under a “not for profit” guise requires us to have obtained proof of the 501c or 501c3 status of your group. If you are a non-profit group that has not yet obtained this legal status, we will ask you to send documentation proving that you are in process of obtaining your 501c or 501c3 status, or that you have registered with the state. These are Kentucky State Guidelines that the Dept. of Revenue asks for on each vendor… for profit or not. The Fed Tax I.D. is obtained from “For Profit” vendors upon completing the vendor contract. If you are a setting up a “Collection” fund at your booth or selling specific items whose profits from sales of, will go to a Charity or Community Cause, You will need to provide us with documentation that you have obtained approval from the named Charity to collect funds at our event, and a copy must be with your contract on file. If your collection is for a Family, or Individual loss fund, you may **NOT** collect funds on behalf of another individual, family or group while vending at ScareFest. You may however Advertise your cause and supply “Memorial Fund” information or how to “Donate to” such as “make monetary donations at any Central Bank”… (Example) while you are there along with your regular sales.

16. **Electricity and internet service** will be offered through Lexpo as a separate cost to the booth rental. You will receive a package of several pages in the mail about one week before the event. If you wish to secure any of these optional services, please fill out all forms and send back to Lexpo with payment. If you choose to NOT secure these services, please ignore. Booth numbers are NOT required on these forms in order to secure your services. Services are delivered to each paid booth based on Vendor Name.

Q.  What is the address to the Lexington Center?
A.   430 West Vine Street, Lexington, KY 40507

Q.  What if I have a question on my way into Lexington, whom do I contact?
A.   Please call or text this number if you need help or if you have a question.  859-553-5883
 You can also email vendors@thescarefest.com, this is checked routinely.

Q.  What type of paperwork should we bring with us?
A.   Bring your picture ID and any other documentation you feel is necessary.

Q.  What time will the Lexington Center open for us to start our set-up?
A.  The Lexington Center will open:

 Thursday, September 13th, at 3:00 PM and will remain open until 9:00PM

Friday, September 14th, at 7:00AM, you will have till 2PM for you to enter the docks or the loading zones.

Q.  Will there be someone there to check us into the vendor space?
A.  Yes, there will be a ScareFest Staff member there to check you in and help you with your paperwork and answer all your questions. You will receive your vendor packet with any of your additional purchases such as passes included.

Q.   Will there be someone there who will know our booth number and direct us to our booth?

A. Yes, there will be a ScareFest Staff member that will confirm your booth number and direct you to your booth.

Q.  Where do we park our vehicles to unload our items?
A.  If you have huge, bulky items you will go to the dock located on the west end of the Lexington Center at the Cox Street parking lot.  Upon entering the parking lot drive towards the building and you will see the commercial loading docks.  You will be able to drive into the building to unload these bigger items.  If you have mostly boxed items with manageable fixtures you can unload at the front of the Lexington Center on Main Street.  You will see an access parking lane parallel to Main Street.  It is one way. This is an unloading parking area only!

Q.  Where do we park our vehicles once we have unloaded our goods?
A.  In the Cox Street parking lot at the west end of the Lexington Center.

Q.  What time do we need to be ready for the public to enter the ScareFest convention?
A.  You will need to be completely ready for the public by 3:00 pm and no later.  The Center is very strict about this so if you think you are going to be late you must email vendors@thescarefest.com with an explanation so we can get you approved for late arrival.

Q.  What is the opening and closing schedule for vendors and stars for each day of the ScareFest convention?
A.  You must be open by these operating Hours listed below:
**1)  Friday: 4:00PM-10:00PM
 2)  Saturday: 10:00AM-9:00PM
 3)  Sunday:  10:00AM- 5:00PM**

Q. Q. What time is the ScareFest open each day for the fans?

A. **Friday, Sept. 14th, 2018**

• Vendor/Stars Area – Open - 4pm (Early Entry Special Ticket)

• Vendor/Stars Area – Open - 5pm (General Public)

• Vendor/Stars Area – Close – 10pm

 **Saturday, Sept. 15th**

• Vendor/Stars Area – Open – 10am (Early Entry Special Ticket)

• Vendor/Stars Area – Open – 11am (General Public)

• Vendor/Stars Area – Close – 9pm

 **Sunday, Sept. 16th**

• Vendor/Stars Area – Open – 10am (Early Entry Special Ticket)

• Vendor/Stars Area – Open – 11am (General Public)

• Vendor/Stars Area – Close – 5pm

Q. What time does the Ticket Box Office open each day?

A. Friday: 2pm-9pm

 Saturday: 10am-8pm

 Sunday: 10am-3pm
Q.  When will the Lexington Center close on Sunday night?
A.  You will have until **9PM** to get your booth packed and to move out for departure.

Q. Are there ATM machines?

A. Yes. ATM’s are located in the food court and Rupp Arena lobby. There is also an ATM located in the Hyatt Regency lobby, located adjacent to the Lexington Center.

Q. If I lose my keys, or I need to find something; what do I do?

A. We have an information booth near the ScareFest entrance; and all staff have been directed that if they are given, or if they find a lost item, to take it to the information booth. We are not responsible for anything lost or stolen at the convention, but if you do lose something; ask about it at the information booth.

Q. When, where and what time is the Costume Ball, how much does it cost, and where do we get the tickets?

A. The Costume Ball is on Saturday, September 15th, at 10:00 pm, Location outside the ScareFest entrance. There will be a cash bar and you must be 21 years or older to buy alcoholic drinks. This event is FREE to ScareFest Ticket Holders.

Q. What Midnight movies are playing at the Kentucky Theater on Friday and Saturday night?

A. TBA

Q. Where is the Kentucky Theater located and how far is it from the ScareFest Event?

A. It is located on 214 East Main St., and is one mile from the Lexington Center.

Q. What do the midnight movies at the Kentucky Theater costs?

A. TBA