

# Vendor/Bodyworker Policies & Information

## Intuitives Interactive APRIL 2017 Holistic & Psychic Expo

**Terms:** Thank you for your interest in participating in our Expo! Spaces are rented on a first-come, first-served basis and are reserved only after BOTH application and payment are received. For payment and application, see [www.holisticpsychicexpo.com](http://www.holisticpsychicexpo.com). If there is a payment or application issue, the Vendor Team will contact you to attempt resolution, prior to releasing your space. The Vendor Team reserves the right to limit the number and type of Vendors (Vendors and Body/Energy Workers). If we cannot accommodate you, you will be notified as soon as possible and we will return your table rental fee. If the Expo is full, we can place you on our waiting list.

**Refunds:** A full refund of the table fee will be provided only if you cancel up by the **refund deadline of Friday, March 10, 2017**. You, the vendor, must notify the Vendor Team of your cancellation in writing via email to: [vendorteam@intuitivesinteractive.com](mailto:vendorteam@intuitivesinteractive.com)

**Acceptance:** The Vendor Team reserves the right to determine the fit of a Vendor for our aims and audience, and to limit the number of Vendors in a particular category – so that your success is ensured!

**Helpers:** Vendors are allowed to bring one staff member to work at their Vendor table (two per double booth), and the door registration fee will be waived for them. In addition, Bodyworkers are encouraged to bring a helper to take reservations and provide info about their work while they are busy with clients. We realize that with a two-day show, you may need to have more than one helper over the weekend. Name(s) of any staff attending the fair to work at a table **must be given in advance** with your application or in email to [vendorteam@intuitivesinteractive.com](mailto:vendorteam@intuitivesinteractive.com) **by March 31** in order for them to be on the list and receive a name tag. Alternatively, we can make one generic pass with your business name on it, and have it turned in to the Vendor/Volunteer Check-in Table in between your shifts, for your next volunteer to pick up.

**Arrival:** Sorry, there is no set-up the night before. The doors to the building will **open at 7:00 am for set-up** on Saturday. Please unload at the circle drive on Oakwood Street to the right (south) of the Student Center parking lot. There will be some carts and volunteers available to help. Go to the Vendor/Bodyworker Check-in Table to get your location and packet. **You MUST move your car to a designated parking area after unloading and BEFORE setting up! (by 9:00 am Saturday)**. Vendors/Bodyworkers should arrive in time to set up and **be ready for an opening meditation/statement of intention/prayer by 9:15 am**, before door registration opens at 9:30 am. (Door registration starts before the Expo opens, in order to have time to get visitors paid and in the door and then signing up for readings.)

**Set-up:** Please keep your materials within your taped-off space, keeping walkways and aisles clear. Vendors must provide: table coverings, display materials, signage, change, cash drawer, and their own security for the space provided. Intuitive Interactive LLC cannot be responsible for lost or stolen items or money from any Vendor/Bodyworker space. The entire Vendor/Bodyworker space is expected to be left as it was found at the end of the Expo, thoroughly cleaned of any trash, etc. Vendors/Bodyworkers set their own session prices and lengths, and take their own payments. **This includes handling appointments and payments for readings (if applicable) at your Vendor/Bodyworker booth (allowed now at our Expo!).**

**Door Prize Donation:** We're asking everyone to donate a gift certificate or product to reward our volunteers. Gift certificates should be for full free offers — no coupons or discounts. Products should be brought in, instead of letting the recipient choose (because sometimes the certificates are received too late to go to your booth). We will have blank certificates at the Expo for you to fill out, or feel free to bring

your own. Please go to the Volunteer Check-In Table to make your donation! Thank you very much for helping to support our hard-working volunteers!

**Electricity:** Proximity to electrical outlets is provided at no charge; however, those for whom electricity is an integral part of their operation will be sited closest to the outlets as possible. Please bring extension cords, power strip, and duct tape to secure the cords, in case you are not next to an outlet. Please be aware that some outlets in the floor may be in the walking path and cannot be used. Thanks for understanding!

**Agreement:** By applying for our Expo, **Vendors and Bodyworkers agree to stay until closing each day** or risk not being invited back to the next Expo. If an emergency arises, we will endeavor to accommodate.

**Publicity:** **Please publicize our Expo** by telling clients, friends, and family; by sharing our Facebook public event page; and by displaying our flyers in your retail shop (if applicable) or at your other shows or events. **DID YOU KNOW THAT WORD OF MOUTH (referral by friend or family) IS THE NUMBER ONE WAY PEOPLE FIND OUT ABOUT THE FAIR?** The Expo Committee sends a Big Thank You for your positive intentions to make our show successful!!

**Intuitives Interactive**  
**5<sup>th</sup> Annual Spring Holistic & Psychic Expo**  
**[holisticpsychicexpo.com](http://holisticpsychicexpo.com)**  
**P.O. Box 131335, Ann Arbor, MI 48113**

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**Expo Co-Director:**  
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