

# 2025 Exhibitor Regulations

1. Exhibitors are responsible for set-up & take down. Displays may be set up between 8:30 am and 10:30 am on Saturday September 20<sup>th</sup>, 2025. **Displays must be up and vehicles removed from the site by 10:30 am.**
2. Exhibitors agree to remove their exhibits from the festival site by 7:00pm September 20<sup>th</sup>, 2025. If the exhibit is not dismantled by this time, Festival staff will take down the exhibit and exhibitors will be billed for any costs incurred. In this event the Festival accepts no responsibility for damage to the exhibitor property or equipment.
3. Lethbridge Public Library, its officers nor its agents will be held responsible or liable for any manner of loss or damage that may occur to property or persons during times of move-in, event, and move-out. Vendors are responsible for all their materials and should always take adequate security measures.
  - a. All food & beverage vendors **must** provide proof of insurance “Certificate of Insurance” as evidence that insurance is maintained for their booth, including comprehensive general liability and property damage with a minimum limit of \$2,000,000.
  - b. The Certificate of Insurance must list “Lethbridge Public Library” as an additional insured.
  - c. Non-food and beverage vendors are strongly encouraged but not required to provide proof of insurance.
4. Exhibitors must contain all materials, demonstrations, and promotional giveaways within the boundaries of their exhibit space; printed material for the purpose of solicitations outside of booth area is **not allowed** to be distributed; stickers, windshield flyers, etc. are prohibited.
5. The Exhibitor will keep the exhibit space open and staffed at all times during the Festival. The Festival reserves the right to relocate exhibits when, in its opinion, it is necessary to maintain good order of the Festival.
6. Exhibitors are responsible for all their materials at all times and should take adequate security and protection measures. It is recommended that exhibitors provide sun, rain and wind protection for staff and inventory. **Space heaters are not permitted, due to electrical constraints.**
7. **Exhibitors providing their own tent, must adequately weight their tent down, with a minimum of 50 lbs. per corner for a 10’10 tent. Tent weights to be provided by the vendor.**
8. The Festival reserves the right to reject exhibitor applications whose equipment, display or presentation is not in keeping with our Festival objectives as an all-ages community event, or Library policies and mandate.
9. **No merchandise, food or beverages shall be distributed at the Festival without prior approval from Festival management.** Please provide a detailed description of your products and activities on the registration form.

10. Once the festival has begun, The Word On The Street Lethbridge will not censor books or other materials displayed by the exhibitor. However, if for any reason an Exhibit, their staff or contents are deemed counter to festival objectives by Festival management, the exhibit will be removed without refund.
11. If the Festival should be prevented from taking place by any cause beyond the control of the Festival's management, or if the Festival cannot permit the Exhibitors to occupy their rented space due to circumstances beyond its control including, but not limited to, poor weather, strike, civil disobedience, lockouts, acts of God, acts or threats of terrorism, The Word On The Street Lethbridge shall have no further obligation or liability to the Exhibitor and will not refund the exhibitor fee.
12. The Word On The Street Festival makes no guarantees, direct or implied, as to the attendance or number of participants at the festival.
13. No exhibitors will have exclusive rights to products.
14. The Word On The Street Lethbridge will provide an event program directing pedestrians to the various performance stages and vendor areas, but **does not provide signage for exhibitor booths.**
15. **Exhibitors are responsible for collecting, bagging and removing their own garbage and recycling materials. Bins will be available on site.**
16. The Exhibitor shall not use or permit the use of The Word On The Street's name, photos and/or logo without prior permission from The Word On The Street Lethbridge representative.
17. The Word On The Street Festival may freely promote and publicize exhibitor's name and participation.
18. The Exhibitor agrees to abide by all by-laws, rules, directions, orders and regulations of the City of Lethbridge, Lethbridge Police and Fire Department, and other municipal authorities and the Festival.
19. If the Exhibitor fails to conform to these requirements, The Word On The Street Lethbridge may terminate this agreement without making any refund, and may remove the Exhibitor, its employees, servants or agents from the Festival and Festival grounds. The Word On The Street Lethbridge shall not be responsible for direct or indirect loss or damage of any kind or nature incurred by the Exhibitor as a result of the Festival's termination of this agreement.

**Important:** The Lethbridge Public Library is responsible for hosting and organizing the Festival. The Exhibitor agrees to indemnify and hold harmless The Word On The Street, the City of Lethbridge and the Lethbridge Public Library, and any other participants from and against any direct or indirect loss or damage to persons or property caused by any act of the Exhibitor, its employees, servants or agents. The Word On The Street shall not be held responsible for any direct or indirect loss or damage of any kind or nature, however caused, incurred by the Exhibitor, its employees, or agents, as a result of its occupation of exhibit space or other participation in the Festival.