

Vendor Requirements:

- a. Vendors are responsible for their booth's setup and must follow the design and safety guidelines provided by Dreamers Markets.
- b. Vendors must obtain all necessary permits and insurance policies required by local and state laws.
- c. Vendors must comply with all applicable laws and regulations, including health and safety protocols.
- d. Vendors must arrive at the event venue at the designated time and set up their booth before the event starts.
- e. Vendors must ensure that their booth is manned at all times during the event.

Settlement and Vendor Load-In / Load-Out:

- a. The Dreamers Markets team will arrive 3 hours prior to the event starting time to set up the backdrop, PA system, and Dreamers Market booth.
- b. Vendors will be accepted 2 hours before the event starts and will be allocated 6x5 ft spaces with small cones with numbers on them.
- c. Load in and load out times will be staggered and three vendors will be given a 15-minute grace period for load-in.
- d. The employee parking lot located on the 3rd floor will be used for vendor at parking Mariner Drive side avoiding all red curbs and posted signage.
- e. The Dreamers Markets team will help, direct, and observe all vendors during load-in and out.
- f. The settlement will be completed at least 15 minutes before the event start time.

g. Load in must be done before/after center hours in coordination with Ownership's onsite team/assigned point of contact

- Any vendors requesting load-in needs near the barricades on Seaport Way, such as the backdrop needs to be coordinated via email monthly. Vehicles must unload and move vehicle immediately. Vehicles are not permitted to remain at barricades/unapproved location while vendor set up
- Load out to begin starting at scheduled end time on each event date. Every vendor should be assigned a load out time to ensure load out is staggered and vendors are not all exiting at once. Load out and clean up should be completed no later than 1 hour after each event date scheduled end time
- Any vendors requesting load-out needs near the barricades on Seaport Way, such as the backdrop needs, to be coordinated via email monthly. Vehicles must breakdown set up first and cart items to vehicles. Vehicles are not permitted to remain at barricades/unapproved location while vendor is breaking down

Event Space Setup:

- a. Each vendor will be allocated a 6x5 ft space with a small cone with a number on it.
- b. Fire hydrants and crosswalks will be clear.
- c. Dreamers Markets will ensure that the event space is set up neatly and organized to provide a comfortable shopping experience for attendees.
- d. All table linens must be fitted, white, all same color/shade, floor length, clean, and wrinkle-free.
- e. All chairs must be white, all same color/shade.
- f. All fixtures, products, and signage must stay within the vendor footprint.
- g. All storage containers are to be stored under the tables and out of sight.
- h. All vendors are responsible for providing battery-powered lights.
- i. Umbrellas standards include but are not limited to:
 - Sturdy base, weighted if needed, sandbags may be required due to winds

- No holes, stains
 - Colors and style must be cohesive with the rest of vendor's set up and approved in advance of set up
- j. Setup cannot exceed 8 ft.
- k. Dreamers Market information booth will be set up with including first aid kit.

Event Clean-Up:

- a. At the end of the event, all vendors will be responsible for cleaning their allocated space.
- b. Dreamers Markets will ensure that the event venue is left neat and clean within 1 hour after the event ends.
- c. We will dispose of any trash or debris and return the event space to its original condition.
- d. Vendors are responsible for cleaning their area and removing any and all debris.
- e. Cardboard materials are to be disposed of off-venue grounds.
- f. Vendors must abide by the schedule in preparation for clean up and be mindful of other vendors as they conclude transactions.

Dreamers Markets will ensure a smooth and organized load-in and set-up process, a comfortable shopping experience for attendees, and a clean and organized event venue at the end of the event.

Event Rules and Regulations:

- a. Vendor and vendor's entire booth must fit within the listed space.
- b. All items must be family-friendly; no adult material, profanity, drug paraphernalia, or religious material is allowed.

- c. All vendors must stay for the entire duration of the event; partial-day participation is not allowed.
- d. All promotional materials and displays must be weighted in case of wind.
- e. All vendors must stay within their vendor station; no hawking is allowed.
- f. One vendor per space is allowed; shared booths/vendor spaces are not an option.
- g. Vendors should bring their own hotspot for Wifi.
- h. The event is no-cash event.
- i. Access to power for musicians/entertainment on grand staircase stage only will be provided by the ownership.

Prohibited Items:

- a. CBD products and/or items containing CBD are not allowed.
- b. Explicit and/or vulgar content on any product is not allowed.
- c. EZ-up/Pop-up tents are not allowed.
- d. Sports/camping chairs are not allowed.
- e. Banners are not allowed.
- f. Signage installed on the umbrellas is not allowed.
- g. Table signage over 5 feet tall
- h. Pre-packaged food, candy, jewelry and apothecary vendors will be evaluated on a case-by-case basis and should not be automatically included for future months as a repeat vendor
- i. Vendors are prohibited from selling hats, coffee, tea, cakes, custom dog food/ pet baked goods, athletic wear, eyewear (with the exception of children's), candy in bulk, boba, pasta,

thrift/used products and any other products that ownership may determine prohibited during term