

Greater Buda Chamber of Commerce Business Expo & Job Fair

Vendor Rules & Guidelines

Vendor Approval & Participation

- All vendors must submit:
 - **Legal business name**
 - **Brief description of products or services**
 - Vendor participation and booth placement are **subject to final approval** by the Greater Buda Chamber of Commerce.
 - The Chamber reserves the right to **limit vendors by industry category** to ensure a balanced expo experience.
 - Submission of an application does **not guarantee acceptance**.
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Booth Space & Setup

- Each vendor is assigned a **10' x 10' booth space**.
 - Vendors must provide their own **tables, chairs, displays, and setup materials**.
 - Booth setups must remain **entirely within assigned space** and may not block aisles or neighboring booths.
 - Recommended maximum backdrop height: **8–10 feet**.
 - Freestanding displays only; no attachments to venue walls, floors, or structures.
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Tables & Displays

- Vendors are encouraged to use **one (1) table per booth**.
 - Additional tables or oversized displays require **prior approval**.
 - Displays must be safe, stable, and professional in appearance.
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Prohibited Items

The following items are **not permitted**:

- Firearms, ammunition, weapons, or weapon accessories of any kind
- Illegal substances or materials

- Adult or explicit content
- Open flames or hazardous materials
- Any items prohibited by local, state, or federal law

The Chamber reserves the right to remove any prohibited or unsafe items.

Conduct & Sales

- Vendors may only promote or sell items **approved in their application**.
 - Aggressive solicitation, blocking aisles, or harassing attendees is prohibited.
 - Sound amplification or music is not permitted without prior approval.
 - Vendors must conduct themselves in a professional and respectful manner.
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Attendance & Tear-Down

- Vendors must be **fully staffed and operational for the entire event**.
 - Early breakdown or departure is **not permitted**.
 - Tear-down may begin **only after the official event end time**.
 - Vendors must leave their space clean and free of debris.
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Liability & Compliance

- Vendors must comply with all venue rules and applicable laws.
 - The Chamber and venue are not responsible for lost, stolen, or damaged items.
 - Failure to comply with these guidelines may result in removal **without refund**.
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Food Vendor–Specific Rules (Add-On Section)

- All food vendors must comply with:
 - Local and state health regulations
 - Required permits and licenses
- Food vendors must:
 - Operate within their assigned space
 - Maintain a clean and sanitary booth

- Provide their own equipment, power cords, and supplies
- Open flames or cooking equipment must be **approved in advance** and comply with venue policies.
- Food vendors may not roam or sell outside their designated area

Vendor Checklist – What to Bring

Required

- ☐ Tables (recommended: 1 per booth)
- ☐ Chairs
- ☐ Table covering or branded cloth
- ☐ Business signage (company name clearly visible)
- ☐ Marketing materials (flyers, brochures, business cards)
- ☐ Extension cords and power strips (if using electricity)

Optional / Recommended

- ☐ Branded backdrop or banner (within height limits)
- ☐ Giveaway or interactive element
- ☐ Staff name badges
- ☐ Trash bag for booth cleanup

Do Not Bring

- ☐ Weapons or weapon-related items
- ☐ Unapproved products or services
- ☐ Displays that extend into aisles
- ☐ Sound systems without approval