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EVENT RULES & REGULATIONS

● THE FOLLOWING CONTAINS ALL YOUR SETUP INSTRUCTIONS AND RULES FOR THIS EVENT. PLEASE READ CAREFULLY. ●

Welcome to the **Altoona Reptile Expo!** As a participating vendor, it is your responsibility to read, understand, and follow all rules, regulations, and setup instructions provided in this document. These policies are designed to ensure a smooth, safe, and successful experience for everyone involved—vendors, attendees, staff, and animals alike.

This event follows **USARK's Reptile Show Best Management Practices (BMP)** to align with national industry standards and promote responsible husbandry, professionalism, and legal compliance across all areas of the show.

By registering and participating in this event, you acknowledge that you have read and accepted these terms in full. Any fines, fees, or penalties resulting from violations of these rules—including but not limited to rule breaches, exhibitor space abandonment, cleanup negligence, no-shows, or unauthorized conduct—may be automatically charged to the credit card you used during registration.

Altoona Reptile Expo

Event Date: Saturday, October 11th, 2025

Location: Father Kelley Hall, 2412 Fifth Street, Altoona, PA 16601

I. SETUP & ARRIVAL INSTRUCTIONS

Event Schedule

- **Saturday, October 11th**
 - 6:00 AM – 8:45 AM: Vendor Arrival & Setup
 - 9:00 AM – 3:00 PM: Show Open to Public
 - 3:00 PM – 6:00 PM: Vendor Teardown
 - 7:00 PM: All vendors must be fully vacated from the hall
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Load-In Process

- **Primary Access:** All large equipment and animal enclosures must be loaded through the **side door**.
 - **Front Door Access:** Small totes and hand-carried items may be brought in through the **front entrance**.
 - **Check-In:** Vendors must check in before unloading.
 - **Unload Quickly:** Immediately unload, move your vehicle to parking, and then return to set up.
 - **Dollies:** Bring your own dolly or cart for heavy loads.
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Vendor Badge Pickup

- Badges issued Saturday morning only at check-in.
 - Each vendor receives 2 badges per registration (not per table).
 - Additional badges: **\$5.00 each**.
 - Vendors must be checked in by 8:45 AM or general admission fees may apply.
 - All badges must be worn visibly at all times.
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II. BOOTH RULES & SETUP

Staffing & Helpers

- Max 3 people per vendor table.
- Families with children must keep them in the booth area unless accompanied by an adult.

Booth Standards

- Table coverings are required. Bring your own or rent for \$5.
- Keep your booth neat, clean, and professional throughout the event.
- Signage and displays must not block aisles or extend into neighboring spaces.
- Trash cans are available—dispose of waste properly.

Electricity

- Electricity is limited. Request it in advance if needed.
- Vendors must bring their own extension cords and power strips.

III. ANIMAL CARE & COMPLIANCE

Animal Welfare

- All animals must be housed securely in escape-proof enclosures.
- Fresh water must be available at all times.
- Sick, injured, or visibly unhealthy animals may not be displayed or sold.
- Handle animals responsibly—no free roaming.

Legal Restrictions

- Vendors must comply with all federal, state, and local laws regarding species sold or displayed.
- No native Pennsylvania reptiles, amphibians, or protected species may be sold.
- It is your responsibility to know and follow applicable laws.

Prohibited Items

- No wild-caught native species.
- No venomous reptiles of any kind.
- No animals banned under state or federal law.

IV. CONDUCT & SECURITY

Professional Conduct

- Vendors must act respectfully toward customers, staff, and fellow vendors.
- Disruptive behavior, arguments, or unsafe practices will result in immediate removal without refund.

Theft Prevention

- Vendors are responsible for safeguarding their own merchandise.
 - JACE Group and Father Kelley Hall are not responsible for lost, stolen, or damaged property.
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V. POLICIES & ENFORCEMENT

Table Placement

- Table assignments are final and determined in advance.
- No moving or switching tables without approval.

Table Sharing

- Sharing requires pre-approval. Additional vendor fee: \$20.

Vendor No Show Policy

If you register and fail to arrive by 9:00 AM without contacting us, you are considered a no call/no show.

- A **\$15 fee per table** will be charged to the card used for registration.
- To avoid this, simply call us before 9:00 AM—even if last minute.
- After 2 no call/no shows, you will be suspended from all JACE Group reptile expos.
- No refunds are issued for missed events.

Cleanup & Teardown

- Leaving early is prohibited. Vendors leaving before 3:00 PM will be fined \$100.
- Booth areas must be left clean and trash-free.
- Failure to clean up may result in a \$25 cleanup fee.

Age Requirements

- Vendors must be at least 18 to book a table.
- Under 18 may assist if accompanied by an adult at all times.

VI. REGISTRATION & FEES

Table Pricing & What's Included

- Table Size: 6' vendor table
- Standard Price: \$60
- Includes: (1) 6' table, (2) chairs, and access to electricity if reserved in advance

Extras available during registration at a cost:

- Additional tables (based on availability)
- Tablecloth rental
- Extra badges (\$5 each)
- Shared power access

Acceptance of Terms

Submitting your registration means you:

- Agree to all policies listed above
- Understand that no refunds are given unless the event is canceled by JACE Group
- Will comply with all event and venue rules