



Suite #1231  
5831 Forward Ave  
Pittsburgh, PA 15217  
(412) 250-7137



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## EVENT RULES & REGULATIONS

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

Welcome to **Canna-Christmas 2025!** As a registered vendor, it is your responsibility to read and understand all of the information contained in this document. The following pages include everything you need to know to properly prepare for setup, conduct yourself professionally during the show, and comply with all venue and event policies.

These rules and regulations are designed to ensure a smooth, safe, and successful experience for everyone involved—vendors, staff, and attendees alike. Failure to adhere to these guidelines may result in penalties, removal from the event, or suspension from future JACE Group shows.

By participating in this event, you also agree that any fees, fines, or charges incurred as a result of rule violations, booth abandonment, cleanup negligence, no-shows, unauthorized behavior, or any other enforceable condition will be automatically charged to the credit card you used during registration.

Please take the time to carefully review each section. If you have any questions or need clarification before the event, reach out to us directly. Your registration confirms that you acknowledge and accept these terms in full.

### **Canna-Christmas 2025**

**Event Date:** Saturday, December 20th, 2025

**Location:** Monroeville Convention Center, 209 Mall Plaza Blvd, Monroeville, PA 15146

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# I. SETUP & ARRIVAL INSTRUCTIONS

## Event Schedule

### Friday, December 19th

- 12:00 PM – 8:00 PM: Optional Vendor Setup

### Saturday, December 20th (Event Day)

- 6:30 AM – 9:45 AM: Vendor Arrival & Final Setup
  - 6:30 AM – 9:45 AM: Complimentary Pastries & Coffee
  - 10:00 AM – 8:00 PM: Show Open to Public
  - 8:00 PM – 12:00 AM: Vendor Teardown
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## Load-In Process

- Entry: Approach the venue from the front and proceed to the right-side loading dock.
  - Attendants: Staff will guide you to the correct unloading zone.
  - Check-In: You must check in at the security desk before entering the event floor.
  - Unload Quickly: Immediately unload, move your vehicle to parking, and then return to set up.
  - Building Access: Pull-in access is allowed only on Friday and Saturday night teardown, space permitting.
  - Dollies: Bring your own dolly or cart. Front entrance loading is prohibited.
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## Vendor Badge Pickup

- Badges issued Saturday morning only at check-in.
  - Each vendor receives 2 badges total per registration (not per table). Additional badges: \$16.
  - No Friday badge pickup.
  - Vendors must be checked in by 9:45 AM Saturday or pay general admission.
  - All badges must be worn visibly on your chest at all times.
  - Wristbands are also issued for exit verification.
  - Only badged individuals may use the vendor entrance.
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## II. BOOTH RULES & SETUP

### **Staffing & Helpers**

- Max 4 people per booth, with 2 more per additional booth.
- Families with 2–3 children may include 1 extra helper if space allows.

### **Booth Standards**

- Tables must be covered with cloths; rentals available for \$7.
- Maintain a clean and professional appearance throughout the event.
- Signage and products must not extend beyond the front edge of your booth.
- Garbage cans available upon request.

### **Electricity**

- Electricity is included in your booth fee.
- Bring your own extension cords and power strips (up to 50 ft).
- Limited rentals: \$4 with a \$25 refundable deposit.

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## III. OPERATIONS & AMENITIES

### **Children at the Event**

- Children must remain in your booth at all times.
- Under 12: Must be escorted if leaving the booth area.
- Ages 12+: May walk independently after checking in with staff.
- Children count as vendors for crossover access.

### **Food & Beverage**

- Outside food is prohibited unless you have dietary restrictions.
- Approved food must be consumed discreetly.
- Deliveries must go to the back security area only.
- This policy does not apply to food vendors.

### **Smoking & Vaping**

- Smoking or vaping is not permitted indoors.
- Step away from entrances to smoke outdoors.

### **Firearms**

- Firearms are not allowed inside under any circumstances.
  - If left in your vehicle, take precautions. JACE Group is not responsible for theft.
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## **IV. CONDUCT & SECURITY**

### **Theft Prevention & Bag Checks**

- Bag checks enforced at entry and exit.
- No outside products may be brought in by attendees.
- Large items must be labeled "Display Only" or similar to prevent confusion.
- Display stickers available at registration checkout.
- JACE Group and venue are not liable for any theft.

### **Professional Conduct**

- Disrespect, arguments, or altercations will result in immediate removal without refund.
- Follow instructions from security and staff at all times.

### **Vendor Presentation**

- You represent your business and this event—act professionally at all times.
  - Customers, promoters, and competitors are watching.
  - Give a business card to every purchasing customer.
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## **V. POLICIES & ENFORCEMENT**

### **Booth Placement**

- Booth assignments are final and made in advance.
- No switching booths or rearranging vendors.
- Unauthorized changes may result in removal.

### **Booth Sharing**

- Pre-approved sharing only.
- \$25 fee per extra vendor (max 2 extra vendors with 2+ booths).

### **Vendor No Show Policy**

If you register and fail to arrive by 10:00 AM on December 20th without contacting us, you are considered a no call/no show.

- A \$400 fee will be charged to the card used for registration.
- To avoid the fee, simply call us before the show starts—even 60 seconds before.
- Leave a voicemail if we don't answer; it will be timestamped.
- After 2 no call/no shows, you will be suspended from all JACE Group events.
- No refunds are issued for missed events.

### **Cleanup & Teardown**

- Leaving early is prohibited. Any exhibitor leaving more than 15 minutes early from any event will be charged a fee of \$250.00 per occurrence. After 3 occurrences, you can be suspended from vending for 1 year.
- Leave booth area clean and free of trash.
- Stack large trash items neatly on your table.
- Items over 25 lbs must be brought to the designated trash zone.
- Messy booths may be fined \$25 cleanup fee and denied future participation.

### **Vending Age Requirement**

- No vendor under 18 may work a booth unsupervised.

### **Vendor Etiquette**

- Do not take items from another booth without permission.

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## **VI. REGISTRATION & FEES**

### **Booth Pricing & What's Included**

- Booth Size: 10' x 10'
- **Early Bird Price:** \$325 (by November 2nd, 2025)
- **Standard Price:** \$400 (after November 2nd, 2025)
- Includes: (1) 6' skirted table, (2) chairs, shared electricity

Extras available during registration at a cost:

- Additional tables & skirting
- Display stickers
- Tablecloth rental
- Extra badges

- Cart/equipment rental

### **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

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## **VII. LEGAL COMPLIANCE DISCLAIMER**

We are not attorneys and do not provide legal guidance regarding what products may or may not be sold at this event. As a vendor, you are solely responsible for knowing and following all applicable **local, state, and federal laws** regarding the products you bring and offer for sale, including cannabis-related items, CBD, hemp products, accessories, edibles, and any other merchandise.

This responsibility also applies to mushrooms and mushroom-derived products, as well as any other substances or items that may be regulated under law.

By registering for this event, you acknowledge that you have read, understood, and agree to comply with all laws that govern your participation, sales, and displays. JACE Group and the Monroeville Convention Center assume no liability for any violation of these laws by exhibitors.