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EVENT NAME: Steel City Mega Pet Expo  
EVENT DATE: September 27<sup>th</sup> & 28<sup>th</sup>, 2025  
EVENT LOCATION: Monroeville Convention Center  
EVENT LOCATION ADDRESS:  
209 Mall Plaza Blvd.  
Monroeville, Pennsylvania 15146

**STEEL CITY MEGA PET EXPO - TERMS & CONDITIONS**  
(REVISED - 12/2024)

**501(c)3 RESCUES RECEIVE A \$100 DISCOUNT PER BOOTH. IF YOU ARE NOT AN PET OR PET SUPPLY VENDOR, YOU MUST OBTAIN PERMISSION TO APPLY TO VEND. IF YOU REGISTER WITHOUT PRIOR APPROVAL OR AFTER BEING INFORMED THAT YOU CANNOT VEND, YOU WILL RECEIVE A FULL REFUND LESS A 20% INCONVENIENCE FEE.**

Hello and thank you for your interest in vending at the Steel City Mega Pet Expo! This message is to review the important information and rules for the upcoming show on September 27<sup>th</sup> & 28<sup>th</sup>, 2025. **PLEASE READ THIS IN FULL**, even if you are a previous vendor of one of our other events, there may be updates or changes from previous events that could impact your participation.

The registration process includes all the necessary rules and regulations for the event. Please read the entire form carefully, as some details may have changed. If you have any questions or need clarification while completing the form, you can contact us by starting a chat at the bottom right of the page or reach out to us before submitting your registration. While you can make changes to your registration before the event, please note that refunds will not be issued once your registration is submitted. After submission, a confirmation email containing your registration details and the event rules and regulations will be sent to the email address provided.

**Date & Location**

First, let's discuss date and location. This event will be held on September 27<sup>th</sup> & 28<sup>th</sup>, 2025, in the North Hall of the following location:

Monroeville Convention Center  
209 Mall Plaza Blvd  
Monroeville, Pa 15146

If you have any issues finding the location, please call us and we will assist you in this.

## **Show Schedule**

The schedule for this event is as follows:

### **Friday, September 26th:**

12:00 Noon to 8:00 PM – The hall will be opened for vendor setup

### **Saturday, September 27th:**

7:00 AM to 9:45 AM – The hall will be opened for vendor arrival and to finish setup

7:00 AM to 9:45 AM – Breakfast pastries & coffee will be available at no cost

10:00 AM to 7:00 PM – Show time!!

### **Sunday, September 28th:**

8:00 AM to 9:45 AM – The hall will be opened for vendor arrival

8:00 AM to 9:45 AM – Breakfast pastries & coffee will be available at no cost

10:00 AM to 5:00 PM – Show time!!

5:00 PM to 8:00 PM – Vendor teardown

## **Loading Instructions for Vendors**

This is a two-day event, and you must attend both days. Vendors are not permitted to pack up and leave early unless prior permission is given. All loading and setup must be completed during the designated loading and setup times only. This is for insurance reasons, so please adhere to the schedule strictly.

- Upon Arrival: If arriving from the front of the hall, proceed to the right side of the building and line up near the loading dock area. The parking lot will be sectioned off, and a parking lot attendant will guide you to your designated area. Follow their instructions carefully to ensure smooth traffic flow.
- Unloading Process: When you reach the loading docks, first check in at the security desk to receive your designated vending location. You are not allowed to enter the show floor without checking in first. After checking in, unload your vehicle as quickly as possible and move your vehicle to the designated parking area to allow the next vendor to unload.
- Once you have unloaded your vehicle, you are not allowed to set up your booth until your vehicle has been moved to the parking area. Space permitting, some vendors may be allowed to pull directly into the building/loading dock area, but this will only be available on Friday and Sunday. Staff will let you know when you can pull in, please do not just expect to pull into the building.
- Dollies and Carts: Please bring your own dolly or cart, as limited carts and dollies may be available. Carts or dollies owned by the convention center are not for vendor use at any time. Vendors are not allowed to load in through the front doors of the convention center—the front doors are strictly off-limits for loading purposes.
- Setup on Friday: Setup on Friday is optional. If you choose to set up on Friday, please make sure to follow the above loading instructions and complete your setup during the designated hours.

## **Vendor Badge and Access Rules**

Vendor badges will be issued on Saturday morning upon check-in. Only 2 vendor badges will be given for each paid registered vendor, not per table/booth. Additional vendor badges may be purchased at the price of \$16 per badge, no exception. No badges will be given on Friday for setup. All vendors must check in at the security desk on Saturday by 9:45 AM to receive their badges. If you are not checked in by 9:45, you must pay general admission at the front ticket booth to enter, in addition to the registration you are paying here. Vendors can purchase additional badges for helpers, and these can be picked up at will call in the vendor area if helpers arrive after 9:45 AM. The person wearing the badge must be

present to pick up any badge. After 7:00 AM on Saturday, you cannot enter the show floor or other areas without wearing your vendor badge. We provide hypoallergenic lanyards for comfort, but if you cannot wear the badge around your neck, a pin-on badge will be provided. Your badge must be visible above your clothing at all times. Vendors and their helpers are the only individuals allowed through the back security/vendor check-in area. To prevent misuse, vendors will also receive a bracelet, which must be shown when leaving the venue to verify the badge. This ensures security and prevents unauthorized access. Security staff is responsible for enforcing these rules, and any disrespect towards them will not be tolerated.

### **Helpers, Guests, Vendor Space, & Electric**

To ensure a smooth experience for all vendors, we kindly ask that you limit the number of individuals accompanying you at your booth, as follows: 4 people for your first booth and 2 additional people per additional Booth. If you have 2 to 3 children, you may have an additional person in your booth with you, permitting there is room. Please be respectful of your neighboring vendors and avoid overcrowding. All of the tables in your booth must be covered with a tablecloth or similar protective cover. If you do not bring your own, we will require you to rent one from us for a fee of \$7. We will provide you with a clean space upon setup, and we kindly ask that you maintain a tidy booth throughout the event. At no time may any of your product or signage extend beyond the front pole of your booth. If you need a garbage can, please grab a staff member and we will get one for you. Please remember that your booth is a direct representation of your business, yourself, and our event as a whole.

There is no additional charge for electricity, as we have secured the venue's electrical services to keep costs lower for our vendors. If you require power, please bring any necessary extension cords and power strips to ensure you can reach the power source, which may be as far as 50 feet from your table. We will have a limited supply of extension cords and power strips available for rent at \$4 per weekend. Any rentals we do will require a \$25 deposit, which will be returned to you when the rented items are returned in the same condition.

### **Children at the Event**

If you bring children to the event, they must remain under your supervision at all times, both inside and outside of the venue. Children are required to stay behind your table with you at all times. If they wish to walk around, you must escort them.

We have received multiple complaints from vendors regarding children who are underfoot and interfering with business operations. If this issue arises, we will notify you to address the situation. Please note that failure to comply with this policy may result in your exclusion from future events.

### **Animal Containment & Responsibility**

All animals must remain securely contained at all times. Venues are particularly concerned with escape risks, and any incidents could result in significant costs for us, including extermination or animal retrieval. This applies to all animals and insects.

### **Event Conduct and Enforcement**

We kindly ask that all vendors and participants respect our event staff, venue personnel, and security, as they are simply enforcing the rules and regulations set forth for the event. They have no discretion over the policies and are only carrying out their responsibilities.

We will not tolerate any disruptions, including arguments or physical altercations, during the event, setup, or teardown. Any individual involved in a physical altercation will be immediately asked to leave the premises, and no refunds will be issued.

Failure to adhere to the event rules and regulations may result in eviction from the show at the discretion of event staff or security. In the event of eviction, no refund will be provided, and you will not be invited to participate in future events.

### **Smoking and Vaping Policy**

Smoking and vaping are strictly prohibited inside the building, including all public and private areas. However, if you wish to smoke or vape, you may do so outside the building. We kindly ask that you stand away from the event entrances to avoid disturbing or offending show attendees.

### **Firearms**

The Monroeville Convention Center does not permit firearms inside the venue for any reason. As a responsible promoter, we have to enforce this rule. You are welcome to leave them in your vehicle; however, if you do this, please be sure to leave your vehicle locked or take proper precautions against theft.

### **Food and Beverage Policy**

The venue offers a variety of concessions for both vendors and attendees during the event. As such, outside food and beverages are not permitted inside the venue. We understand that some vendors or individuals may have dietary restrictions or allergies that prevent them from consuming the provided concessions. In such cases, vendors may bring in food or order from an outside establishment.

If you need to have food delivered, please ensure that all deliveries are made to the designated back security area. Delivery drivers should not bring any food or related items to any other entrances. We kindly ask that any outside food be kept discreet and out of sight from attendees whenever possible.

Please note, this policy does not apply to food vendors who have been officially registered to vend at the event. Any deliveries made to entrances other than the security area will be redirected to the designated delivery point. Thank you for your understanding and cooperation.

### **Vendor Space Sharing Policy**

Vendors are not permitted to share their designated space with another vendor or seller unless prior approval has been granted. If you wish to share your booth space with another vendor, please ensure that this is clearly indicated during your registration process so that we are aware of all parties involved. This is important as we often receive inquiries from customers seeking specific vendors whom they may not have obtained contact information from. We want to avoid any confusion when informing customers that a vendor was actually working with another company, rather than being present independently. Please note that, in addition to the standard table fees, a \$10 fee will apply for any vendor sharing booth space.

You may have up to two vendors who can share a space with you. You must have 1 table in order to share with one other vendor, or you may share with up to two other vendors with a minimum of two tables.

### **Vendor Cleanup & Event Departure Policy**

Vendors are not permitted to leave the event during the scheduled event hours. Departing before the event concludes without prior approval may result in suspension from future events. When it is time to clean up, we ask that you leave your designated area in the same condition as you found it—clean and free of any debris, garbage, or personal items. Should you have any larger items that do not fit into the trash cans, please stack them neatly on your table. We will arrange for their proper disposal. Any individual items weighing 25 lbs or more must be taken to the designated trash area located near the

security desk. This rule applies only to single items of 25 lbs or greater. Failure to leave your booth area clean and orderly may result in a \$25 cleanup fee, which will need to be settled before you will be allowed to participate in any future events.

### **Expectations of Vendors**

We take pride in hosting professional events that reflect our commitment to our customers, vendors, venue, and, most importantly, the animals. As a vendor, you represent not only your business but also this event. To maintain our reputation for organizing some of the most well-run shows on the East Coast, we require all vendors and their helpers to maintain professionalism at all times. This applies to everything from how you set up your table to how you conduct yourself during the event.

Your behavior is being observed by many—customers, other vendors, venue staff, and even other event promoters who attend our shows looking for quality vendors for their own events. It is essential that we uphold our rules, regulations, and standards to ensure we continue to produce top-tier events.

### **Customer Service and Professionalism**

As part of maintaining professionalism, we require that **all customers who make a purchase receive a business card** with your contact information. This allows them to reach out to you if they have any questions or concerns after the event. Additionally, if you are a small animal vendor, we highly encourage you to provide an animal care sheet with each animal sold. This is not mandatory; however, we found it is a great way to show customers that you are a responsible and caring professional who values their new pet as much as they do.

### **Animal Health and Care**

The health of the animals displayed at the event is of utmost importance. We require that all animals be in good health. Sick animals are not permitted to be displayed. If you have any animals that are unwell, we ask that you leave them at home unless you are selling or transferring them to another vendor. Displaying sick animals at the event reflects poorly on the pet community and undermines the professionalism of our show.

If you bring animals that are visibly sick and refuse to remove them from customer view, you may be asked to leave the event and not return in the future. We take these concerns seriously and aim to provide a positive and healthy experience for all attendees.

### **Animal Display and Container Standards**

When displaying reptiles and exotic pets, it's essential to strike the right balance between providing a secure environment and ensuring the animals have enough space to feel comfortable. We understand that some vendors may prefer to use smaller containers to minimize stress for the animals, and we will not hold this against you. However, a general rule of thumb is that the container should allow the animal enough room to turn around comfortably. If an animal cannot turn itself around in its container, it may be considered too small.

Each animal is different, and we will assess these situations on a case-by-case basis, treating each species' needs individually. The goal is to ensure that animals are displayed in a manner that reflects the care and professionalism we strive for at our events.

### **Vendor Booth Placement and Requests**

Our event follows a structured booth assignment system. We make every effort to accommodate vendors' special requests, but please note that we cannot guarantee all requests will be fulfilled due to logistical constraints. If we are unable to meet your request, do not ask to be moved to another booth. The booth layout is finalized in advance, and we will not make last-minute changes unless changed by

show staff/management. No exceptions. Do not attempt to switch booth(s) or move other vendors' booth(s). Unauthorized booth changes may lead to your removal from the event.

### **Animal Sales & Venomous Animal Rules:**

**Turtle Sales:** Turtles under 4 inches in length are prohibited unless sold for scientific or educational purposes.

**Animal Health:** All animals must be in good health at the time of sale. Sick animals may only be sold to another vendor with prior acknowledgment.

**Cleanliness:** Feces must be removed from enclosures and containers. Animals must not be displayed in dirty or unsuitable conditions.

**Venomous Animal Containment:**

- All venomous animals must be displayed in double-secured containers. Containers must be sealed with red tape around the opening to prevent escapes. In addition to this, these taped containers need to be behind a netting in front of your table, or in a locked display case on your table. If you have them in a locked container, you do not need netting, but you still need red tape.
- When allowing a potential buyer to examine a venomous animal, ensure the customer holds the container to avoid skin contact with vents or breathing holes.
- No opening of venomous animal containers is allowed under any circumstances.
- If a vendor needs to address a venomous animal, they must notify event staff and be escorted to a secure room.

**Venomous Animal Sales:**

- Once sold, venomous animals must remain behind the vendor's table until the customer is ready to leave.
- The customer must be escorted outside the venue with the animal, either by the vendor or by event staff.

### **Sale of Crocodilians**

Vendors selling Crocodilians must have the purchasing customer complete a Customer Information Sheet, which must be submitted to management by the end of the show. This measure is in response to the growing issue of Crocodilians being irresponsibly released into the wild, creating safety risks. The information helps us track and hold accountable those responsible for any releases, and demonstrates to authorities that we are managing these animals responsibly. This is essential to prevent stricter regulations that could impact the sale and keeping of these animals in the future.

### **Prohibited Animals and Species**

No vendor is allowed to display or sell any animal or insect that is native to the state of Pennsylvania. Vendors are also prohibited from selling any endangered species or any animal or insect that is prohibited under Pennsylvania state law.

### **Vending Age**

No one under the age of 18 can be set up as a vendor or manning a table on their own without a parent or guardian.

### **Vendor Booth Etiquette**

NO ONE is permitted to take anything from another vendor's booth without their permission.

### **Vendor No Shows**

If you register to vend and do not show up, you will be banned from future events without a valid reason for not showing up. No refunds will be given for no shows.



## **Event Rules and Compliance**

These rules and regulations apply specifically to this event. It is your responsibility to review and adhere to them. Upon submitting your registration, you will receive a copy of these rules via email for your records. Any changes to the rules will be communicated to you promptly. Failure to comply with the rules may result in actions ranging from a warning to removal from the event. In the event of removal, any fees paid will be forfeited. If you have any questions or concerns regarding the rules, please contact us prior to completing your registration. You may reach us via the chat feature (bottom right of the screen) or by contacting us directly.

## **Special Requests**

You may submit special requests, such as booth placement, vendor proximity, access to wall space, who to be around or not be around, or any other requests you may have. All requests will be reviewed on a case-by-case basis, but due to logistical constraints, not all may be accommodated. Reasons for any denials will not be disclosed, unless at management's discretion.

## **Booth Selection**

Booths for this event are 10' long by 10' wide. Cost per booth will be \$275 for early registration which will end May 10th, 2025. At this time booth price will increase to \$375 per Booth. Electric is free; however, let us know if you will need electric so we can determine our electric load on the layout. If you need a dedicated electric line, for something like a heat press, you will need to pay for additional electric service below. Each booth received ONE 6' table, which will be skirted, and 2 chairs. You need to select how many chairs and tables you need below. There is no fee for additional chairs. There is a fee for additional tables & table skirting.

## **Terms and Conditions**

By submitting this registration form, you confirm that you have read, understood, and agree to abide by all of the rules and regulations outlined in this registration form. Furthermore, by clicking the "Submit Registration" button, you acknowledge that once your registration is submitted and payment is made, there will be no refunds for any reason, unless the event is canceled by JACE Group. If you do not agree with these terms, please contact our support team before completing your registration. By proceeding, you are indicating your acceptance of these terms.