



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



EVENT RULES, REGULATIONS, TERMS, CONDITIONS & SETUP INSTRUCTIONS

IMPORTANT: THIS DOCUMENT CONTAINS YOUR EVENT SETUP INSTRUCTIONS AND ALL EXHIBITOR RULES, REGULATIONS, TERMS AND CONDITIONS. PLEASE READ CAREFULLY.

Welcome to the Pittsburgh Mega 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 document incorporates the USARK 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.

If you have questions about any portion of these rules before the event, please contact us directly for clarification.

Pittsburgh Mega Reptile Expo

Event Dates: May 29th & 30th, 2027

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

EVENT SCHEDULE

Friday, May 28th

- 12:00 PM - 8:00 PM: Vendor Setup (Optional)

Saturday, May 29th

- 6:30 AM - 8:45 AM: Vendor Arrival & Final Setup
- 6:30 AM - 8:45 AM: Complimentary pastries & coffee
- 9:00 AM - 10:00 AM: VIP Early Entry
- 10:00 AM - 4:00 PM: General Admission

Sunday, May 30th

- 7:30 AM - 8:45 AM: Vendor Arrival
- 9:00 AM - 10:00 AM: VIP Early Entry
- 10:00 AM - 4:00 PM: General Admission

- 4:00 PM - 8:00 PM: Vendor Teardown

LOAD-IN & SETUP

- All vendors must attend both days. Early teardown is prohibited unless approved in advance.
- Setup is restricted to designated hours only.

Arrival Instructions:

- Use the right-side loading dock entrance.
- A staff member will assign your unloading location.
- You must check in at security before accessing the show floor.

Unload Procedure:

- Quickly unload and move your vehicle before setting up.
- Setup cannot begin until your vehicle is moved.
- Pull-in access is limited to Friday and Sunday, based on space availability.

Dollies:

- Bring your own cart. Venue carts are not available.
- Front doors may not be used for loading under any circumstances.

BADGES & ENTRY

- 2 vendor badges per registration. Additional badges available for \$16 each.
- Badges must be worn visibly at all times.
- Vendors must check in by 8:45 AM Saturday or pay general admission.
- Badges and wristbands are required for entry/re-entry.
- Only badged vendors may enter through the secure vendor entrance.

EXHIBITOR SPACE CONDUCT & ELECTRICITY

- Limit: 3 people behind your first table + 1 per additional table.
- Families with multiple children may request additional staff passes.

Exhibitor Space Setup:

- Tables must be covered (rental cloths available for \$7).
- Exhibitor space must remain clean and professional at all times.
- Garbage cans available upon request.

Electricity:

- Free access provided. Bring your own power strips and cords (up to 50 ft).
- Equipment rentals: \$4/weekend with \$25 refundable deposit.

CHILD POLICY

- Children must remain behind your table under supervision.
- Vendors must personally escort their children around the event.
- Violations may result in removal from the event and future bans.
- Children under 15 may not purchase animals unless accompanied by an adult.

ANIMAL CARE & WELFARE (USARK COMPLIANT)

- Vendors must comply with all local, state, and federal laws.
- All animals must be healthy, clean, and appropriately contained.
- Containers must be secure, ventilated, and allow 360° movement.
- No overcrowding or multi-species housing.

ANIMAL CARE & WELFARE (CONTINUED)

- All animals must be inspected before doors open.
- Sick, injured, illegal, or questionable animals will be removed.
- Defecated enclosures must be cleaned immediately.
- No live rodent feeding during show hours.
- No visibly bloodied, stained, or unsanitary feeder animals allowed.
- Animals requiring temperature or humidity control must be maintained appropriately.
- No outside/personal pets are permitted.
- No red-eared sliders unless exceptions (e.g., albino, pastel, etc.).

SALES POLICIES (USARK COMPLIANT)

- Every sale must include a receipt, business card, and care sheet.
- Care sheets must include species-specific care info, adult size, and lifespan.
- Receipts may be checked at the exit to verify purchases.
- Vendors may set their own return/refund policy, but it must be stated clearly.
- All transactions should be recorded for transparency.

VENOMOUS ANIMAL POLICIES (USARK COMPLIANT)

- Vendors and buyers must sign a liability waiver at check-in and sale.
- "Venomous Escorts" will accompany all venomous vendors during load-in/load-out.
- All venomous animals must arrive and remain in sealed, rigid, double-contained enclosures with red tape.
- All venomous exotic pets must have their enclosure sealed with red tape.
- No venomous containers may be opened under any circumstance.
- No venomous animal may be sold or transported in cloth snake bags.
- Only one venomous animal per container unless for display only.
- Deli cups must be kept inside locked or enclosed secondary containment.
- Tables must be staffed at all times. If you need a break, request a Venomous Escort.
- No venomous animals may leave the exhibitor space without a Venomous Escort.
- All venomous reptiles must be sexed and labeled with both scientific and common names before opening.
- No sales to anyone under 18. All IDs must be verified.
- Promoter maintains an emergency bite protocol and contact list.
- Sold venomous animals remain at the vendor table until the buyer exits.
- Escorts will guide the customer out with their purchase.
- Vendors who violate venomous policies will be ejected without refund.

RESTRICTED SALES

- No sale of dogs, cats, pigs, or native PA wildlife.
- No endangered or banned species.
- No turtles under 4" unless for scientific/educational use.
- Crocodilians require a completed customer information sheet for accountability.

ADDITIONAL CONDUCT & ENFORCEMENT

- No touching or removal of merchandise from other vendors without permission.
- Maintain respectful conduct with all attendees and staff.
- Any physical altercation or rule violation will result in removal without refund.
- All vendors must provide hand sanitizer at their tables (and is available at the entrance).

- Pythons/boas over 6 feet may not be wrapped around attendees' necks.

CLEAN-UP & TEARDOWN

- Vendors must not leave early.
- Exhibitor space must be left clean and trash-free.
- Items >25 lbs must be taken to the designated disposal zone.
- Failure to clean up will result in a \$25 fine and future event suspension.

PROFESSIONALISM EXPECTATIONS

- All vendors represent themselves, this event, and the reptile industry.
- We encourage you to be courteous, helpful, and informative.
- Remember: other show organizers attend our expos to scout vendors.

TABLE ASSIGNMENTS & FEES

- Special requests will be reviewed case-by-case but are not guaranteed.
- Unauthorized table movement is strictly prohibited.
- Tables: 6' x 30"
- Early Registration: \$96 (before December 31st, 2026)
- Standard Rate: \$125
- Electricity included; indicate need on registration.
- All advertised table and booth fees include applicable tax in the stated price. No additional sales tax will be added to the registration price.

ANIMAL STEWARDSHIP CODE OF CONDUCT

At JACE Group, the ethical care and well-being of animals is a core principle of our events. We expect all vendors to demonstrate responsible animal stewardship, which includes proper housing, nutrition, cleanliness, environmental control, safety, and public responsibility for any animals in their care.

While we acknowledge that the reptile and exotic animal community is diverse in practice and opinion, our obligation as event promoters is to provide a safe, respectful, and reputable environment for attendees, vendors, and animals alike. Our vendors are held to a higher standard of care and conduct than casual pet owners, as they are representing this community in a public and professional setting, educating the public on these animals.

Animal stewardship includes:

- Clean, appropriately sized, and secure enclosures
- Species-specific temperature, humidity, and environmental needs
- Preventing overcrowding or inappropriate species cohabitation
- Immediate cleanup of feces or other unsanitary conditions
- Proper handling, restraint, and safety measures
- Vigilant monitoring of animal health and stress levels

JACE Group and its staff reserve the exclusive right to evaluate the condition of animals and overall vendor presentation. Final decisions regarding animal welfare, vendor conduct, or participation eligibility rest solely with the show promoters. These determinations are not subject to outside debate or appeal.

JACE Group does not endorse or encourage the free handling of venomous animals. While we are not a regulatory authority and cannot enforce off-site practices, we strongly urge all content creators and influencers within the animal community to act responsibly.

If you choose to showcase free handling in any public forum, you should clearly communicate to your audience that such actions are extremely dangerous and should only be performed by trained professionals with proper education, experience, and safety protocols in place.

This practice should never be attempted by individuals who lack the appropriate training, as it poses serious risks to both the handler and the public. We expect all participants in our events to promote responsible animal care and safety, both on-site and in their public messaging.

ANIMAL STEWARDSHIP CODE OF CONDUCT (CONTINUED)

We understand that care standards can vary, and accusations can sometimes stem from misunderstanding, personal disagreements, or unverified claims. Therefore, as a company, we will not act on allegations alone. We are obligated to base any corrective or disciplinary action on clear, observed, and documentable issues. This is to protect vendors from discrimination, personal bias, or unfounded accusations.

Additionally:

- We will not disclose disciplinary decisions or discussions about one vendor to another.
- We will not comment on another vendor's animal care, sales practices, or eligibility status unless legally required (e.g., subpoenaed in court).
- We will not respond to pressure or hearsay from individuals demanding action against other vendors without verified, first-hand evidence.

This policy protects not only our staff and vendors, but the overall fairness and legal integrity of our events. Vendors who are unwilling to meet these standards may be denied future participation.

By registering for any JACE Group event, you acknowledge and accept this Animal Stewardship Code of Conduct and agree to abide by the judgments of event management.

NO-CALL/NO-SHOW & EARLY LEAVING POLICY

- No-call/no-show vendors will be charged \$150. Vendors must call before the clock strikes opening to VIP ticket holders. After 3 no-call/no-shows, you will be suspended from vending for a period of 12 calendar months from all JACE Group events.
- No vendor may leave the event on any day before the end of the event without permission from the promoter, and will be charged a \$100 fee. After 3 times of leaving early, the exhibitor will be suspended from vending at any JACE Group event for a period of 6 calendar months.
- No refunds will be given for missed events.
- Attendance is publicly advertised. Your absence reflects poorly on the show.

TERMS & CONDITIONS

By submitting your registration, you agree to all terms above. If you do not accept these terms, do not submit your registration. All registrations, table fees, booth fees, upgrades, and related exhibitor charges are final and non-refundable, except only when JACE Group Events voluntarily cancels the event and does not reschedule it. No refund is due when an event is canceled, delayed, interrupted, restricted, relocated, or otherwise affected by a governmental order or agency action, law or regulation, emergency declaration, weather, venue closure, public-safety directive, utility or infrastructure failure, labor action, force majeure, or any other circumstance outside the reasonable control of JACE Group Events. If JACE Group Events reschedules the event rather than cancels it, paid registration fees will be applied to the rescheduled event and are not refundable. Table and booth fees include applicable tax in the stated price; no additional tax will be added. Fees may not be transferred from one JACE Group event to another unless JACE Group Events expressly approves the transfer in writing.