



Dear Exhibitor,

Thank you for participating in the **Artisan Christmas Village 2023** hosted by the Trinidad and Tobago Police Credit Union.

To ensure a smooth event and a positive experience for all involved, please adhere to the mandatory rules outlined in this agreement. Your co-operation in maintaining these standards is appreciated, as failure to comply may result in your immediate eviction from the event.

We value your participation and thank you for your commitment to creating a successful event.

Best Regards,

TRINIDAD AND TOBAGO POLICE CREDIT UNION
Artisan Christmas Village 2023

TTPCU's GENERAL RULES AND REGULATIONS FOR VENDORS, CONTRACTORS, AND EXHIBITORS

1. Limited parking is provided for the event so please plan accordingly. Exhibitors are asked to adhere to set-up and breakdown guidelines and use designated drop-off and pick-up zones. An on-site team will be available to assist you.
2. Each exhibitor will receive badges for the event. You would also need to wear your badge at all times while on the TTPCU Arima compound. Any person assisting you would also be issued a badge.
3. **Do not block exits or stairwells.** Where EXIT signs are posted, ensure clear and unobstructed paths. In accordance with OSHA Regulations, and as required by the Trinidad and Tobago Fire Service.
4. Remove all equipment, décor, garbage etc. promptly at the end of the event. Dispose of scrap materials and garbage in appropriate containers or bags for removal from TTPCU's premises. We do not provide storage and TTPCU is not responsible for materials left behind. Items remaining after the scheduled breakdown time will be treated as abandoned and discarded.
5. Do not attach items to columns, ceiling, walls, floors or any part of the building in a way that defaces or damages it. If you need to advertise your product please seek prior approval from the TTPCU team.
6. Open flames are prohibited.
7. Smoking on the property is also prohibited.
8. Set-up and breakdown guidelines for the event day:
Set-up: **7:00 am to 8:30 am.**
Breakdown: **7:00 pm to 9:00 pm.**

Set-up on the day before the event can also be arranged upon prior approval.

I, _____, confirm that I have read this document and understand the terms and conditions set out therein.

Signature: _____

Date: _____

Name of Company/Exhibitor: _____