



VENDOR / SPONSOR CODE OF CONDUCT

1. A Vendor shall be defined as any entity desiring to sell goods and services to participants and spectators attending WGASC Hosted and Sanctioned events.
2. A Sponsor is defined under another document. In general, Sponsors do not sell goods and services on site, but may choose to display and provide information as to how their goods and services may be obtained.
3. Vendors shall be classified into three different categories:
 - I. Performing Unit Member affiliated Vendors (Performing Unit Members and their associated Booster Organizations)
 - II. Non Performing Unit Member Vendors
 - III. Non Performing Unit Member Vendors that are also Sponsors
4. Contests shall be classified into two different categories:
 - I. WGASC Hosted Contests
 - II. WGASC Regular Season Contests (not including above events)
5. Fee schedule (non-refundable):
 - I. **Performing Unit Members** who wish to sell items must pay a fee of \$25. This fee shall be paid directly to the contest host no later than two weeks prior to the date of the contest.
 - II. **Non Performing Unit Member Vendors** wishing to sell items at **WGASC Hosted** events will be required to pay a fee of \$150. This fee shall be paid directly to the WGASC. The fee for Circuit Championships is \$500. and covers all three days.
 - III. **Non Performing Unit Member Vendors** wishing to sell items at any **WGASC Regular Season Contests** shall pay the following fees directly to the contest host no later than two weeks prior to the date of the contest:
 - i. \$75 per Friday contest
 - ii. \$100 per Sunday contest
 - iii. \$125 per Saturday contest.
 - IV. **WGASC Sponsors** who also choose to sell items at **WGASC Regular Season Contests** shall pay the same fees as **Non Performing Unit Member Vendors**. These fees must be paid directly to the contest host no later than two weeks prior to the date of the contest.
 - V. As per contract stipulations, **WGASC Sponsors will not** pay fees for **WGASC Hosted Contests**: (these currently include)
 - i. WGASC Evaluation Show(s)
 - ii. WGASC Debut Contest(s)
 - iii. WGASC Invitational Contest(s)
 - iv. WGASC Championship Contest(s)
 - v. Any WGASC Hosted (Sponsored) events [i.e. regionals]



6. Vendor / Sponsor spaces for **Regular Season Contests** shall be determined by the contest host. If not specified, it shall be on a first-come, first-served basis. All vendors must make arrival arrangements with the contest host. Arrivals will be allowed up to one half-hour prior to the beginning of the contest. No space preference shall be given to any vendors. Final determination as to space location is at the discretion of the contest host. Contest hosts are encouraged to provide a space allocation floor plan to assist vendors and reduce confusion.
7. If not specified by the Contest Host, space allocation shall be defined as follows:
 - I. A 10' x 10' space
 - II. All tables, clothing racks, and boxes must be within the defined space
 - III. Additional space to the front, back or side may require payment of another space fee, at the discretion of the contest host
8. It shall be left to the discretion of the contest host to allow additional Vendors / Sponsors after the deadline of **Regular Season Contests**.
9. Vendors / Sponsors shall be responsible for all items they will utilize at **Regular Season Contests**. These items may include, but are not limited to the following:
 - I. Tables
 - II. Generators
 - III. Electrical or battery operated lights
 - IV. Tents or awnings
 - V. Chairs
10. Vendors / Sponsors will be respectful of the contest. No loud noises, such as generators, audible within the gym will be allowed. Audio volume will be monitored by the Contest Director who has final authority as to appropriateness.
11. Vendors / Sponsors are not entitled to hospitality privileges at **Regular Season Contests unless** specified by the contest host.
12. Vendors / Sponsors shall be responsible for cleaning of their designated space prior to leaving the contest site.
13. Vendors may not sell food items that may be deemed in conflict with the contest hosts concession stands. The Contest Director shall have final decision as to this content. In general, perishable food items may not be sold. Items such as rock candy on a stick, 'traditional fundraiser' items like popcorn tins and booster candy bars, may be sold, unless the contest host requests otherwise.
14. If a problem occurs with a vendor / sponsor, the Contest Director shall be notified. The severity of the situation shall be determined by the Contest Director and a **Vendor Violation Form** will be submitted to the WGASC office. It will be left to the discretion of the WGASC Executive Committee to determine a possible course of action.



**ACKNOWLEDGMENT OF RECEIPT OF THE WINTER GUARD
ASSOCIATION OF SOUTHERN CALIFORNIA CODE OF CONDUCT**

This is to acknowledge that I have received a copy of the Winter Guard Association of Southern California Vendor Code of Conduct.

I understand that it contains important information on the Circuit's general vendor policies and on my privileges and obligations as a vendor. I will familiarize myself with the material in this document and I understand that I will be held to this code of conduct.

Date

Signature

Name (please print)

Company

Address

City State Zip Code

Business License Number and County/City