



Vendor Information Packet

Scaled Up Expos LLC

PO Box 25

Abrams, WI 54101

DISCLAIMER:

This vendor information packet has been produced for the use of the vendors of Scaled Up Expos and remains the property of Scaled Up Expos LLC who are organizing and hosting the expos. Information in this vendor packet is subject to change at any time.



Thank you for your interest in vending with Scaled Up Expos in 2024! **Please be sure to read the entire Vendor Information Packet before filling out the vendor application.** If you have any questions, please contact us at info@scaledupexpos.com.

Scaled Up Expos aims to bring the Midwest's top reptile breeders, keepers, and educational groups to Wisconsin.

As a vendor you have:

- An opportunity to showcase your business to growing markets eager to jump into the hobby, as well as existing reptile enthusiasts looking to expand their collections.
- A setting where you can network with other vendors/businesses.
- A highly advertised expo that brings in walkthrough comparable to other well-known expos in the region.
- A dedicated event staff who works tirelessly to create the best experience possible for vendors and walkthrough.

In this Vendor Information Packet, we aim to provide you with all the information needed to make the most out of your vending experience with us. The packet contains useful information on vendor expectations, requirements, venue locations, and many more useful facts.

Please take the time to read through this packet and familiarize yourself with the terms and conditions and send the packet to anyone else who would be attending an expo with you.

We hope that you find this vendor information packet useful and that it answers any questions that you may have with what to expect on the day of an expo and what is required beforehand.

We wish you success at Scaled Up Expos events and look forward to having you vend with us in 2024!

Sincerely,

Dylan Konitzer & Brittany Ray

Scaled Up Expos LLC



Payment Information & Cancellation Policy

A 50% non-refundable deposit is required to reserve your table(s). Deposits not received by no later than two weeks prior to the expo may result in the table(s) being given to another vendor. Two vendor passes per table will be included in the vendor fee; all others will be charged admission. Please limit the number of people behind the table to prevent crowding. Only authorized vendors are permitted behind the tables to promote better security.

If you need to cancel your table(s) for any reason, please email us at info@scaledupexpos.com. Cancellations with less than 1 week notice and no shows will be required to pay that expo's invoice in full prior to vending an upcoming Scaled Up Expo. Cancellations with more than 1 week notice may transfer their deposit to an upcoming expo. Any exceptions will be at the expo coordinators discretion.

Vendors are expected to be set up prior to the expo opening to the public and are required to stay set up until the expo closes to the public unless prior arrangements have been made with the expo coordinator. No exceptions.

Unpaid invoices, multiple no shows, and/or repeatedly breaking down your table early may result in no longer being able to vend with Scaled Up Expos.

Vending Rules & Information

Please provide your own tablecloths, as they provide a more professional and consistent look to the expo. Electricity is available, please see location pages below for details. No taping, hanging, or nailing will be permitted on any of the venue walls or floors. **Vendors are expected to leave the area as clean as they received it.**

Only paid vendors are allowed to sell or display animals. No sales or transactions can be conducted in the parking lots or from vehicles. We do not allow expo attendees to carry in animals. **If you have a customer bringing an animal to you, expo staff need to be notified prior to the expo and the vendor will need to meet the customer up front when they arrive.**



There will be restrictions on animals due to local ordinances and the venues rules. Animals over 10 feet in length are not permitted. All native and venomous species are not permitted. Turtles under 4" are not permitted. Live rodents are not permitted. Any other animals that may be considered dangerous are not permitted. Any exceptions will be at the expo coordinator's discretion.

All animals must be sold in secure containers or bags, no "loose" animals. We all know customers like to hold animals before purchasing them. Please ensure that they are secured in a container at all other times.

All animals must be healthy and properly housed (displays must be kept free of feces, shed skin, etc). Any animals deemed by the expo staff to be unhealthy must be removed from the expo to protect other animals.

All Vendors are responsible for all state and federal laws concerning but not limited to taxes, permits, licensing, transportation, sales, etc. All laws regarding protected and restricted species must be followed. It is your responsibility as the vendor to be familiar with these laws.

All vendors are expected to conduct themselves in a professional manner. Inappropriate behavior (angry outbursts, verbal threats, or physical violence) will result in vendors being asked to leave the expo and possible barring from future expos.

Failure to abide by any of these rules can result in a forfeit of all fees paid as well as your immediate removal from the expo.

Under no circumstances shall the expo coordinator, expo staff, or venue be held liable for damage, injury, illness or theft to any person or property, including animals. Vendors are responsible for their own animals' health & behavior (including vet certificates for required species), as well as obtaining their own liability insurance as needed in the case of an injury caused on their behalf.

For all inquiries prior to an expo or if you have any questions in relation to your vendor application, please contact Dylan via email at info@scaledupexpos.com who will assist you with any questions you may have.



Green Bay, WI



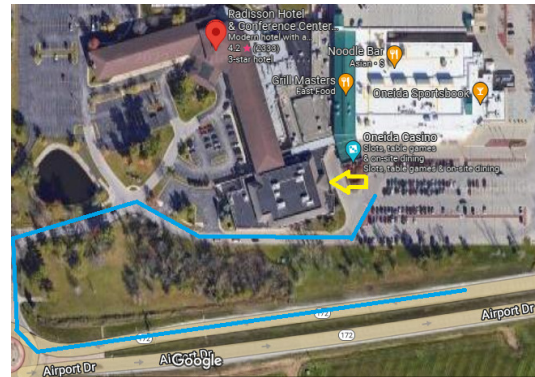
Location:

[Radisson Hotel and Conference Center](#)

2040 Airport Drive
Green Bay, WI 54314

[Google Maps](#)

Vendor Load In:



The yellow arrow points to the expo center front entrance where you can load in.

Table Details:

Table Size: 8'x2'

Table Price: \$60 each

Set Up:

Vendors will be allowed in the day of the expos from 7:00 am to 9:45 am for setup. Check in with Dylan or Brittany to be placed at their assigned table prior to setting up.

2024 Dates:

Sunday, March 24th, 2024

Sunday, August 11th, 2024



Rothschild, WI



Location:

[Central Wisconsin Convention and Expo Center](#)

10101 Market Street
Rothschild, WI 54474

[Google Maps](#)

Vendor Load In:



The yellow arrow points to the expo center front entrance where you can load in.

Table Details:

Table Size: 8'x30"

Table Price: \$60 each

Set Up:

Vendors will be allowed in the day of the expos from 7:00 am to 9:45 am for setup. Check in with Dylan or Brittany to be placed at their assigned table prior to setting up.

2024 Dates:

Sunday, February 25th, 2024

Sunday, May 26th, 2024

Sunday, September 15th, 2024

Sunday, December 15th, 2024



Fond du Lac, WI



Location:

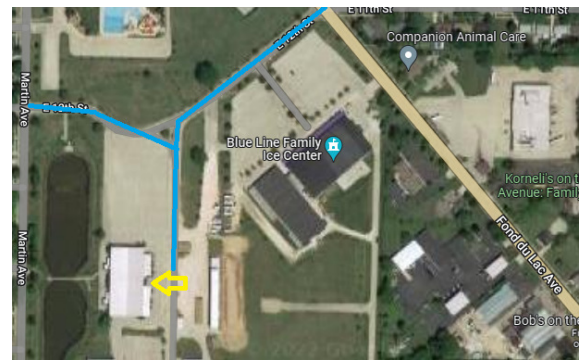
[Fond du lac County Expo Center](#)

520 Fond du Lac Avenue

Fond du Lac, WI 54935

[Google Maps](#)

Vendor Load In:



The yellow arrow points to the expo center front entrance where you can load in.

Table Details:

Table Size: 8'x2'

Table Price: \$60 each

2024 Dates:

Sunday, January 28th, 2024

Sunday, April 7th, 2024

Sunday, July 7th, 2024

Sunday, September 22nd, 2024

Set Up:

Vendors will be allowed in the day of the expos from 7:00 am to 9:45 am for setup. Check in with Dylan or Brittany to be placed at their assigned table prior to setting up.



La Crosse, WI



Location:

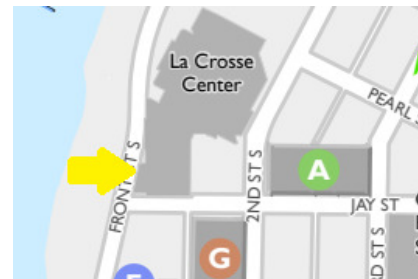
[La Crosse Center](#)

300 Harborview Plaza

La Crosse, WI 54601

[Google Maps](#)

Vendor Load In:



The yellow arrow points to the expo center Front St. entrance where you can load in. Further instruction will be sent in the vendor email the week of the expo.

Table Details:

Table Size: 8'x30"

Table Price: \$60 each

Set Up:

Vendors will be allowed in the day of the expos from 7:00 am to 9:45 am for setup. Check in with Dylan or Brittany to be placed at their assigned table prior to setting up.

2024 Dates:

Saturday, January 6th, 2024

Saturday, June 15th, 2024

Saturday, October 19th, 2024



Madison, WI



Location:

[Madison Marriott West](#)

1313 John Q Hammons Drive
Middleton, WI 53562

[Google Maps](#)

Vendor Load In:



The yellow arrow points to the expo center entrance where you can load in.

Table Details:

Table Size: 8'x30"

Table Price: \$60 each

Electricity: \$25 flat rate

Hotel Room Block:

We do have a room block for this location. Please email info@scaledupexpos.com if you are interested in more information.

Set Up:

Vendors will be allowed in the day of the expos from 7:00 am to 9:45 am for setup. Check in with Dylan or Brittany to be placed at their assigned table prior to setting up.

2024 Dates:

Sunday, February 18th, 2024

Sunday, June 9th, 2024

Sunday, November 3rd, 2024