

RICHKING EMPOWERMENT COMMONS

THE FORGE: SONS OF HONOUR 2026

VENDOR GUIDELINES & CODE OF CONDUCT

July 29 – August 1, 2026 · Jos, Plateau State

Thank you for partnering with us as an official vendor for The Forge: Sons of Honour 2026. To ensure a safe, orderly, and excellent experience for our attendees and for you, all vendors are required to read, understand, and abide by the guidelines below. Acceptance of your vendor slot constitutes agreement to this Code of Conduct.

1. Application & Confirmation

- Vendor status is confirmed only after your application has been reviewed and approved, and full payment (where applicable) has been received.
- Confirmed vendors will receive an Official Vendor recognition graphic and be featured on REC/The Forge social media platforms.
- REC reserves the right to decline or revoke any vendor application that does not align with the values and mission of The Forge.

2. Setup & Breakdown

- Vendors must arrive and complete setup by the time communicated in their confirmation message. Late setup may result in forfeiture of the slot without refund.
- All stalls must be fully broken down and cleared within the time window communicated at the close of each vending day, unless otherwise agreed with the event coordination team.
- Vendors are responsible for the setup and removal of their own equipment, signage, and materials, except where REC has agreed to provide these.

3. Space & Equipment

- Vendors must remain within their allocated stall/table space and may not extend displays, signage, or seating into walkways or neighbouring stalls.
- Any request for additional space, power, or equipment must be made in advance through the vendor application; requests made on-site cannot be guaranteed.
- Vendors are responsible for the safety and proper use of any electrical equipment brought on-site, and must ensure cords and connections do not pose a hazard to attendees.

4. Conduct & Professionalism

- Vendors and their staff are expected to conduct themselves with courtesy, integrity, and professionalism at all times, in keeping with the spirit of The Forge.
- Aggressive selling, soliciting outside your designated stall area, or disrupting sessions and programming is not permitted.
- Vendors must dress and present their stall in a manner consistent with a faith-based, family-oriented event.
- Use of foul language, playing of inappropriate music, or display of content inconsistent with the values of The Forge is strictly prohibited.

5. Products & Pricing

- Vendors must only sell items and offer services that were declared and approved during the application process. Any change in product/service offering must be communicated to the event coordination team in advance.
- Prices displayed or quoted to attendees must be fair, clearly stated, and consistent with what was submitted at registration.
- Vendors are solely responsible for the quality, safety, and legality of the products or services they offer, including compliance with any applicable food handling, health, or safety regulations.

6. Cleanliness & Waste Disposal

- Vendors must keep their stall area clean and tidy throughout the event.
- All waste must be disposed of in designated bins; vendors generating significant waste (e.g. food vendors) are responsible for regular clearing of their area.
- Any damage to venue property caused by a vendor's activity will be the financial responsibility of that vendor.

7. Safety & Security

- Vendors are responsible for the security of their own goods, cash, and equipment. REC and The Forge organizing team are not liable for loss, theft, or damage to vendor property.
- All vendors must comply with instructions from event security, safety marshals, and coordination staff at all times.
- In the event of an emergency, vendors must follow the directives of on-site event officials without delay.

8. Branding & Promotion

- By registering as a vendor, you grant REC/The Forge permission to use your business name, logo, and stall images for promotional purposes across social media and event materials.
- Vendors are encouraged (but not obligated) to repost official vendor announcements and tag The Forge and REC on their own platforms.
- Vendors may not use The Forge or REC's name, logo, or branding in their own marketing without prior written approval.

9. Fees, Refunds & Cancellations

- Vendor fees (where applicable) are due by the payment deadline communicated at confirmation. Slots not paid for by this date may be reassigned.
- Cancellations made after payment are non-refundable unless otherwise agreed in writing with the event coordination team.
- REC reserves the right to reassign or adjust stall locations where necessary for the smooth running of the event.

10. General

- REC reserves the right to remove any vendor from the premises, without refund, for conduct that violates this Code of Conduct or otherwise disrupts the event.
- These guidelines may be updated by REC as needed; vendors will be notified of any material changes ahead of the event.
- Questions or clarifications regarding these guidelines should be directed to the vendor coordination team using the contact details provided at confirmation.

By setting up as a vendor at The Forge: Sons of Honour 2026, you confirm that you have read, understood, and agree to abide by the guidelines above.

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