

Raptor Research Foundation

Vendor Terms and Conditions



All vendor space is located inside the conference hotel leased for the Raptor Research Foundation (RRF) conference. The vendor area will be specified for each conference at the direction of the local conference host, as designated by the RRF Board of Directors.

The annual RRF conference is limited to vendors that have applied and paid for space directly through the local conference host, whether as vendors or sponsors. No other persons will be permitted to demonstrate products, solicit contributions, donations, or orders, or distribute advertising materials during the event.

Vendor space is limited to the display/sale of goods as described in the vendor application. The local conference host may remove anyone not complying with these terms with their registration fee forfeited. The local conference hosts have the right to determine eligibility of any organization or product.

Selection

The assignment and allocation of vendors is at the discretion of the local conference host. The local conference host reserve final judgement in space considerations. Vendors will receive a floor plan with their site location prior to the event.

Vendor Exhibit Areas

The conference hotel has WiFi. All spaces will be numbered by the local conference host. Vendors must not encroach on adjoining exhibits or obstruct aisles. Standard space is 10' x 10', includes on 6' table and 2 chairs, and is free-standing (no post and drape). Your display cannot interfere or encroach with adjacent exhibits, passageways, or exit doors. Nothing may be pinned, taped, tacked, stapled, or nailed to any walls, doors, floors, or windows. No holes may be drilled, cored, or punched into any part of the building—interior or exterior.

No smoking is allowed in the conference hotel. If you have questions about your display, please contact the local conference host.

Freight Handling, Shipping, & Delivery

Vendors are responsible for all shipping costs, delivery to local conference host, set up, removal, and return packaging of their display and materials.

For convenience, vendors may ship display and materials to the local conference host or conference hotel. Any vendor boxes or materials left past the end of the conference will assess a daily handling and storage fee of \$50 per box by event organizer. Any exhibits, goods, materials, and supplies must be packed and labeled for return. Please contact the local conference host for current mailing addresses.

Set-up and Break down

Vendors are responsible for carry in and carry out of display, set-up, and break-down. All exhibits must be completed and ready for the public by 5:00pm on the first day of the conference, typically held on a Wednesday. If a vendor is not set up by then and has not given notice to the event organizers, the event organizers reserve the right to utilize that space. No breakdown during public hours.

Vendors are responsible for having their table staffed and operational during conference hours.

Sale of Goods

The sale of any goods requires a tax identification number for state and local sales tax in the state where the event is located, or your organization's tax exemption certificate on display at your table. It is the vendor's responsibility to obtain these documents.

Limitation of Liability

Neither the local conference host, Raptor Research Foundation, nor the conference hotel are responsible for any table left unattended. Vendors shall be solely responsible for any theft, loss, or damage to exhibitor materials and/or property, and for any personal injury, economic loss, or property damage or loss suffered by vendor or any person working their table. Vendor shall be solely responsible for any claims by their parties because of vendor display, vendor actions, or involvement, or any injury, economic loss, damage, or liability. Vendor agrees to make no claim whatsoever against the local conference host and/or the Raptor Research Foundation, or conference hotel, including any of its employees, representatives, or agents, its offer for any such claims of liability, including but not limited to damage to Vendor's business by reason of failure to provide space or facilities, loss, theft, damage, or destruction of exhibit materials or other property, injury to vendor or others associated with vendor, disputes with other vendors, or decisions of event organizers.

Waiver

By submitting an application to the exhibit, I agree to all terms and conditions. I agree to make no claims against the Raptor Research Foundation, local conference host, or its volunteers, staff, or members for loss, theft, damage, or destruction of any nature.

I understand all fees are non-refundable in the event that I cancel or do not attend. I give permission to Raptor Research Foundation to use my name, business name, and photographs taken of me and/or my display/work for advertising and publicity purposes.