

Vendor Application

Raptor Research Conference

October 4-9, 2022



VENDOR INFORMATION

Business/Organization

Contact Person

Phone _____ E-mail _____

Address _____

City _____ State _____ Zip _____

Website _____

Names for Exhibitor Badges

1 _____ 2 _____

3 _____ 4 _____

Products or services to be displayed and sold (must be nature/conservation related): _____

SELECTION

Item	Cost	Quantity	Total
<input type="checkbox"/> Standard 6' table and 2 chairs	\$300	_____	\$ _____
<input type="checkbox"/> Additional table	\$50	_____	\$ _____
<input type="checkbox"/> Power Outlet	\$50	_____	\$ _____
<input type="checkbox"/> Wednesday Night Social Dinner	\$40	_____	\$ _____
<input type="checkbox"/> Friday Night Banquet	\$40	_____	\$ _____
	Total Vendor Fee		\$ _____

Payment Terms: Please submit your check payment, payable to “Tropical Audubon Society,” with your application; otherwise, you will be invoiced upon receipt with payment due by Oct 1. No refunds or cancellations. Space will be assigned on a first-come, first-served basis. **Read the below Terms and Conditions** and return completed registration form to: Raptor Research Conference c/o Tropical Audubon Society, 5530 Sunset Drive, Miami, FL, 33143. Reservations must be received by September 15, 2022 and will be confirmed via e-mail.

I have read and agree to the Terms and Conditions

Authorized Exhibitor Signature _____ **Date** _____

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Vendor Terms and Conditions



All vendor space is located inside the Embassy Suites, 1100 SE 17th St, Fort Lauderdale, FL 33316. The vendor area is located in the foyer, outside the conference rooms.

The Raptor Research Foundation Conference is limited to vendors that have applied and paid for space directly through the Tropical Audubon Society, 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. Event organizers may remove anyone not complying with these terms with their registration fee forfeited. The event organizers have the right to determine eligibility of any organization or product.

Selection

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

Vendor Exhibit Areas

The Embassy Suites has WiFi. All spaces will be numbered by the event organizers. Vendors must not encroach on adjoining exhibits or obstruct aisles. Standard space is 10' x 10', includes one 6' table and 2 chairs, and is free-standing. 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. If you have questions about your display, please contact Donna Marain at 2022conference@raptorresearchfoundation.org.

Freight Handling, Shipping, & Delivery

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

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 by noon on Wednesday, October 5, 2022. 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. 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 Florida Sales Tax (6.5% Broward County), or your organization's tax exemption certificate on display at your table. It is the vendor's responsibility to obtain these documents. Contact the Florida State Tax Commission at <https://floridarevenue.com/taxes/eservices/Pages/registration.aspx> for a FloridaTax ID.

Limitation of Liability

Neither the event organizers nor the Embassy Suites 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 any local host organization and/or the Raptor Research Foundation, City of Fort Lauderdale, or the Embassy Suites, 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 City of Fort Lauderdale, Embassy Suites, Raptor Research Foundation, or any local host organization, 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.