



## **EXHIBITOR/VENDOR CONTRACT AGREEMENT**

### **RENTAL FEES**

Each Exhibitor Table is \$100 and will measure 6 feet, includes access to electricity and Wi-Fi, and will be draped. This Exhibitor Table fee includes all Exhibitor Perks with your organization's online visibility promoted directly on the official HOC 2019 conference site and associated social media pages.

### **RULES**

1. All tables will be set up by The Inn at Rio Rancho and Event Center in designated spots in the Rio Rancho Ballroom.
2. The Inn at Rio Rancho and Event Center WILL NOT provide any equipment, materials or supplies. The fee is for the table space and electricity only. Those needing electricity will supply their own 100 foot HEAVY DUTY extension cords and notify us of any specific needs.
3. Exhibitor set up may begin as early as 12:30 p.m. on Friday, March 22, 2019.
4. Exhibitor tables may stay set up until 10:00 p.m. on Saturday, March 23, 2019. The Rio Rancho Ballroom will be locked overnight. **TABLE BREAK DOWN MUST BE COMPLETED BY 10:00 P.M. ON MARCH 23, 2019.**
5. You must maintain your immediate area and keep it free of trash and safety hazards.
6. Firearms, knives, or other hazardous items cannot be sold or displayed at your table. Absolutely no gang or drug related paraphernalia will be displayed or sold. The Inn at Rio Rancho and Event Center and the Human Origins Conference committee reserves the right to restrict these items and close your table for such activities. Merchandise that infringes on the copyright or intellectual properties of other people or corporations will not be permitted.
7. **ABSOLUTELY NO SUBLEASING OF TABLES!**
8. This is a family-friendly event. If an exhibitor is selling items that are vulgar or inappropriate in any way, the Human Origins Conference committee and The Inn at Rio Rancho and Event Center management staff reserve the right to shut down the exhibitor's table and all fees WILL NOT be refunded.
9. Exhibitor tables will be assigned as applications and fees are received. Once assigned, exhibitors CANNOT change or relocate their tables without permission from The Inn at Rio Rancho and Event Center and the Human Origins Conference committee.
10. **WE WILL MAKE EVERY ATTEMPT TO NOT MOVE EXHIBITORS ONCE ASSIGNED.** However, the Human Origins Conference committee and The Inn at Rio Rancho and Event Center management staff reserve the right to move exhibitors and reassign tables as needed.
11. This is an all-weather event, held indoors. NO refunds will be given due to bad weather conditions before, during or after the Human Origins Conference 2019. The Inn at Rio Rancho and Event Center and the Human Origins Conference committee are not responsible for damages or cancellations due to weather.
12. The Human Origins Conference 2019 event runs from 12:30 p.m. on Friday, March 22, 2019 to 10:00 p.m. on Saturday, March 23, 2019. Exhibitors are required to be open full event hours. Not being open all hours may result in your table being shut down and your fees WILL NOT be refunded.
13. Safety is always a concern. SAFETY FIRST and HAVE FUN!

**NOT ABIDING BY THESE RULES MAY RESULT IN YOUR TABLE BEING CLOSED AND FORFEITURE OF YOUR TABLE FEES.**



## EXHIBITOR/VENDOR APPLICATION

**Please fill out the application and submit it by mail. There are instructions on how to submit payment via Paypal, or mail in your payment. You will receive confirmation once payment has been received. If the conference is cancelled due to unforeseen circumstances, your table fees will be returned within ten business days of cancellation.**

Responsible Person: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_ Web: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ (Phone) \_\_\_\_\_

Description of Vehicle: \_\_\_\_\_ License Plate#: \_\_\_\_\_

**Type of Business** (a detailed description of products being sold or items your table will contain):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will your table require electricity? \_\_\_\_\_ No \_\_\_\_\_ Yes (Those needing electricity will need to supply their own 100 foot long HEAVY DUTY extension cord. 4500 watts maximum.)

**Method of Payment:** \_\_\_\_\_ Check/Money Order \_\_\_\_\_ Credit Card/PayPal

You can submit payment via PayPal with your credit card using the HOC website's Exhibitor page PayPal options. AMEX/Discover/VISA/MasterCard and Electronic Check payments accepted with PayPal. **Payment in full must accompany your application.**

**Make Checks Payable to:** Richard Smith and Linda Smith

Include "Human Origins Conference 2019" in the memo line of your Check/Money Order.

**Mail to:** Richard & Linda Smith, HOC Committee, 6780 Augusta Hills Drive NE, Rio Rancho, NM 87144

Have you included: \_\_\_\_\_ Signed Contract? \_\_\_\_\_ Payment \_\_\_\_\_ I have read and agree to all the rules specified on *all pages* of the Exhibitor Contract for the Human Origins Conference 2019.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**