



VENDOR CONTRACT AGREEMENT

**DEADLINE TO SUBMIT FORM IS AUGUST 15, 2018
UNLESS ALL BOOTHS ARE RENTED BEFORE ABOVE DATE**

RENTAL FEES

Each Vendor Table is \$100 and will measure 6 feet (includes electricity and Wi-Fi). Tables will be draped and skirted.

RULES

1. All tables will be set up by Inn at Rio Rancho in designated spots.
2. The Inn at Rio Rancho 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. Set up may begin as early as 11:30 a.m. on Friday October 12, 2018.
4. Vendor tables may stay set up until October 13, 2018 at 4:30 p.m. (The Rio Rancho Ballroom will be locked overnight) – All Vendors MUST break down at 4:30 p.m. in order to set up for the buffet dinner. Vendors may set up again at 7:30 p.m. on Saturday, October 13, 2018.
BREAK DOWN MUST BE COMPLETED BY 10:00 P.M.
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 The Human Origins Conference 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 TABLES!**
8. This is a family-friendly event. If a vendor is selling items that are vulgar or inappropriate in any way, the Human Origins Conference committee and The Inn at Rio Rancho management reserves the right to shut down the table and all fees WILL NOT be refunded.
9. The deadline for vendor application and fees is August 15, 2018 by noon MST.
10. Tables will be assigned as applications and fees are received. **WE WILL NOT MOVE VENDORS ONCE ASSIGNED.**
11. This is an all-weather event, held indoors. NO refunds will be given due to bad weather conditions before, during or after the 2018 Human Origins Conference. The Inn at Rio Rancho and the Human Origins Conference are not responsible for damages or cancellations due to weather.
12. The Human Origins Conference runs from 1:00 p.m. Friday October 12, 2018 to 10:00 p.m. Saturday October 13, 2018. Vendors are required to be open full event hours with the exception of the Saturday evening buffet dinner from 6:30 – 7:30 p.m.. Vendors can re-open at 7:30 p.m. on Saturday, October 13, 2018. 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.



VENDOR APPLICATION

Please fill out the application below and submit. 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: _____

Alternate Contact: _____ (Phone) _____

Description of Vehicle: _____ License Plate#: _____

Type of Business - Please give us a detailed description of your products being sold or items your table will contain:

Will your booth require electricity? _____ No _____ Yes (Those needing electricity will need to supply their own 100 foot long HEAVY DUTY extention 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 website's Vendor page PayPal options. AMEX/Discover/VISA/MasterCard and Electronic Check payments accepted with PayPal. **Payment in full must accompany this application. Make Checks Payable to:**

Richard and Linda Smith

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

Mail to: 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 Vendor Contract for the 2018 Human Origins Conference.

Printed Name

Signature

Date