



VENDOR CONTRACT AGREEMENT

RENTAL FEES

Each Vendor Table is \$100 and will measure 6 feet (includes electricity and Wi-Fi). Tables will be draped. The Vendor Table fee includes getting your name, business, logo and website promoted on the Human Origins Conference's Vendor page, Facebook event page and social media channels.

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. Vendor set up may begin as early as 12:30 p.m. on Friday, March 22, 2019.
4. Vendor tables may stay set up until 10:00 p.m. on Saturday, March 23, 2019. The Rio Rancho Ballroom will be locked overnight. **VENDOR 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 VENDOR 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 and Event Center management staff reserve the right to shut down the vendor's table and all fees WILL NOT be refunded.
9. Vendor Tables will be assigned as applications and fees are received. Once assigned, vendors 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 VENDORS ONCE ASSIGNED.** However, the Human Origins Conference committee and The Inn at Rio Rancho and Event Center management staff reserve the right to move vendors 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 2019 Human Origins Conference. 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. Vendors 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.



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 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 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 2019 Human Origins Conference.

Printed Name

Signature

Date