
Vendor Chairman

- 1) The Show Chairman and Facility Coordinator will determine where vendors will be set up and if vendor space is limited. We try to make sure that the vendor space is in a location where they will have exhibitor flow. Most vendors want to set up very early, sometimes before actual events start. Vendor Chairman should plan on being on site at least one day prior to any event.
- 2) Set space limits. Currently, rates are \$100 per table/space for members and \$150 for non-members. Cost of additional tables and electrical outlets will be determined by hotel contract.
- 3) Arrange for number of vendor tables with Facility Coordinator.
- 4) Collect and keep a running account of monies. **All checks must be submitted to the Show Treasurer within a week of receipt.**
- 5) The Show Chairman will provide a standardized Vendor invitation and a Vendor Form with Hold Harmless Agreement to distribute to interested vendors.
- 6) Supervise vendor set up and maintenance of area for duration of Specialty.
- 7) Experience has indicated that it is unwise to have more than one vendor who is offering items that are in conflict with the specialty sales.

Updated 7/15/13