

# **GIFTED ASSOCIATION OF MISSOURI CONFERENCE**

## **POLICIES FOR EXHIBITORS AND VENDORS**

**OCTOBER 15, 2016 – UNIVERSITY OF MISSOURI, COLUMBIA**

### **EXHIBIT POLICIES**

- A vendor has products for sale. The table fee is \$75.00, plus \$25.00 for additional tables. There is no fee for electricity. Please bring extension cords to use, if necessary.
- Exhibitors display and distribute free materials. The table fee is \$75.00, or \$40 for a community display table.
- All tables will come with two chairs. Tables are 6 feet long. No tablecloths are provided.
- Please be aware that no meals for exhibitors are included in the pricing.
- Placement of exhibits and vendors will be up to the conference planning committee. Booth assignments will be given on site.
- Each exhibitor and vendor will donate an item or a gift certificate to be used as a door prize. Additional donations are always welcomed, to be used as giveaways.
- Vendors need to provide attendees an itemized receipt that contains the company name. This will assist customers with school reimbursement policies.
- Contract for exhibit/vendor space must be submitted online no later than September 16<sup>th</sup>. This will guarantee a listing in the conference booklet.
- Exhibitors or their agents must not injure or deface the walls or floors of the building, or the tables provided. By submitting an online contract, exhibitors/vendors acknowledge liability for any additional cleaning and or repairs that might occur.
- Exhibitors agree to protect and save GAM and the University of Missouri from any damage or charges implied for violation of any law or ordinance and from all loss, cost, or liability arising from or by reason of the exhibitor's occupancy and the use of the exhibition premises, or any part hereof.
- Overnight accommodations are the responsibility of each exhibitor/vendor, if needed. Upon request, a special room rate is available for conference attendees through the Stoney Creek Hotel and Conference Center by mentioning the GAM block. See the GAM website for hotel number and information.
- Exhibit hours are 7:30-5:00 on Saturday, October 15<sup>th</sup>, ONLY. Installation may begin at 6:30 a.m. on Saturday, and must be completed by 7:30 a.m. GAM reserves the right to assign any empty booth space after 9:00 a.m. Dismantling may not begin until after 5:00 p.m., and must be concluded by 6:00. Each exhibitor is solely responsible for his/her own exhibit materials.
- Please visit the GAM website for additional conference details, [www.mogam.org](http://www.mogam.org).
- Contact Sue Peters, [suepeters16@gmail.com](mailto:suepeters16@gmail.com) with questions.