

## **RevCon Albany, New York Terms & Conditions:**

**PAYMENT.** Applications must be accompanied with the total amount due. Selection of booth locations will be made by the vendors, and will be honored on a first come first serve basis, and based on the date of receipt of a completed application and payment. If a vendor does not disclose their desired booth location with the event planner, event management reserves the right to place the vendor in any unassigned booth space.

There is a full cancellation refund of fees paid prior to March 15<sup>th</sup> 2018 minus \$100 administrative fee. No cancellation refund of any kind will be made after March 15<sup>th</sup> 2018. Revolution of Consciousness, LLC reserves the right to reject applications of potential exhibitors, workshop presenters, and bodyworkers. Revolution of Consciousness, LLC has the right to photograph exhibits, attendees and exhibitors for future marketing.

**CANCELLATIONS.** If the expo is cancelled by Revolution of Consciousness, LLC or event location for any reason, other than an act of God or an act of war, the amount paid by exhibitor will be refunded.

**EXPO HOURS.** All exhibits **must be set** up before the expo opens on **Sunday, May 6th by 10:30AM**, and must stay intact during event hours. Revolution of Consciousness, LLC management reserves the right to pull tables out of booths not set up by 10:30AM on the day of the event. Each booth must be staffed during all expo hours. All exhibits must be broken down on Sunday, May 6<sup>th</sup> by 7:00 pm. Banners, signs, items on display and anything in assigned space must stay intact until the event is over at 5:00 PM. All exhibitors are required to present a show badge for admittance to all show events.

**WORKSHOPS AND SHOW EVENTS.** All workshop topics and speakers are decided by the sole discretion of Revolution of Consciousness, LLC. Revolution of Consciousness, LLC management does not necessarily endorse the views expressed by vendors and presenters nor are we responsible for the products and services offered. We do welcome your ideas and feedback.

**EXHIBIT SPACE ASSIGNMENT.** Selection of booth locations will be made by the vendors, and will be honored on a first come first serve basis, based on the date of receipt of a completed application and payment. If a vendor does not disclose their desired booth location with the event planner, event management reserves the right to place the vendor in any unassigned booth space. Revolution of Consciousness, LLC management reserves the right to relocate booth space in the interest of vendor and attendee safety, for optimum traffic control, and to maximize exhibitor exposure. All exhibits must be set up by 10:30AM on Sunday, May 6<sup>th</sup>.

**EXHIBIT SPACE.** One clothed and skirted 6' table and two chairs will be provided. All items that are not a part of the display must be kept out of sight during the event. The **entire exhibit must be contained** within the assigned space.

**BOOTH RESTRICTIONS.** All banners, signs, etc. must be made of non-flammable material. No open flames are allowed. Subletting and sharing of booths is not allowed unless prior approval is given by Revolution of Consciousness, LLC management.

Literature, business cards and any other material handed out at your booth must not include the name, phone number, address or any other vital information about any other company besides that represented by your booth, unless that company is exhibiting in the expo. The only exceptions are exhibiting magazines and newspapers. Any literature that represents a company not in the expo will be discarded by event management. If the literature continues to be handed out, exhibitor will pay an additional fee equal to the cost of booth space. In addition, said company may be restricted from exhibiting in future Revolution of Consciousness, LLC events.

No literature may be handed out in any other part of the venue – outside the perimeters of your booth – unless it is by another participating company, at their booth, in the expo. Exhibitor must give full disclosure of every type of product or service that will be presented in the booth space, even if it is all listed under the exhibitor's company name.

**RETAIL TAX PERMITS:** Retail Sales Tax Permits and Reporting is the sole responsibility of each exhibitor. Please provide a copy of your Retail Sales Permit prior to the event. Temporary permits will be available at the event.

**AMPLIFIED SOUND.** Amplified sound is not allowed during expo hours unless previous authorization has been given to Revolution of Consciousness, LLC Management in writing. This includes, but is not limited to, the use of microphones, sound systems and tape players or CD players with speakers. Televisions and computers are allowed within reason and are to be kept at a low level, not amplified. The sound should not be heard outside the perimeter of your booth.

**INSURANCE.** Exhibitor is solely responsible for any and all occurrences inside their booth and agrees to carry general liability insurance. If requested by Revolution of Consciousness, LLC, the vendor agrees to provide evidence of such insurance.

**SECURITY.** Revolution of Consciousness, LLC and The Desmond Hotel & Conference Center are not liable for lost or stolen items.

**ADVERTISING.** The event name may be included in exhibitor advertising; however event management must be informed in advance of the content. Revolution of Consciousness, LLC has the right to use your company's name in advertising in so far as to say that the company is participating and showcasing products or services at the event.

**MARKETING PROGRAM.** Revolution of Consciousness, LLC encourages and supports exhibitors marketing the event through current customers, website, and other marketing materials. The event program will list all sponsors and exhibitors that are **registered prior to April 15<sup>th</sup> 2018**. E-marketing includes broadcast emails, e-newsletters and website.

**DRAWINGS and PROMOTIONS.** All exhibitor drawings must be free and clear of financial obligation on the part of the winner. All contest terms, conditions, list of prizes and their value must be clearly posted. Event management reserves the right to cease any drawings which do not meet with the above criteria.

Please check the "I agree" box to indicate that you understand and accept these conditions.

Please contact Tarah Warner with any questions or concerns at:

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