2026 Vendor Reservation Form

☐ **Yes! I wish to reserve space at the:**

Risk, Resilience & Readiness Conference

September 16th

8:30 AM - 4:00 PM

ABC Arkansas
6 Collins Industrial Place, North Little Rock, AR 72113

Company: _____ Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Vendor Space Fee:

ABC Members: No Cost, Must Provide Door Prize

Non-ABC Members: $150 per vendor (Door Prize Encouraged)

This fee includes a 10 x 10 vendor space, 1 table, 2 chairs and 2 meal tickets.

Description of vendor exhibit: _____

_____

_____

_____

Space requirements: _____

_____

_____

Inside space: _____ Outside space: _____ *(limited outside spaces available)*

☐ **Please send information on sponsorship opportunities. (ABC Members Only)**

All vendor and sponsorship fees are to be paid to:
ABC Arkansas
6 Collins Industrial Place, North Little Rock, AR 72113
Email completed form to Megan Williams or contact her for additional questions: megan@abcark.org | 501-812-0828

Signature: _____

Title: _____

Rules & Regulations

1. **CONTRACT OBLIGATIONS**: No vendor will be permitted to set up their booth until all fees are paid if applicable.

2. **VENDOR ELIGIBILITY RIGHT OF REFUSAL AND/OR CANCELLATION**: ABC Arkansas reserves the right to determine the eligibility of any vendor. In the event of non-acceptance, the fee shall be returned to the applicant. Once the applicant has been accepted, the full cost of the exhibit space is due and payable in the manner described in the fee schedule. Exhibits and the conduct of vendors are subject to ABC Arkansas' approval, which reserves the right to refuse the application of any company not meeting the required standards, as well as the right to curtail exhibits or parts of exhibits that detract from the character of the conference. This also applies to displays, literature, advertising, novelties, souvenirs, and personal conduct of vendors. Officers, employees, and agents involved in the management of the ABC Arkansas Risk, Resilience & Readiness Conference shall have full authority to interpret and enforce all rules and regulations governing Vendors. All matters and questions not specifically addressed in the rules shall be subject to final determination by ABC Arkansas. The rules may be amended at any time by ABC Arkansas upon notice to Vendors. In addition to any other recourse referenced in these rules and regulations, ABC Arkansas may have recourse for the violation of any of these rules in any manner it deems appropriate, including expulsion of a vendor from the conference and suspension from future conferences.

3. **EXHIBIT SPACE**: A. For each 10x10 space, ABC Arkansas shall provide one 8-foot tables and two chairs (additional tables and chairs can be requested). BOOTH SIGNAGE WILL BE THE RESPONSIBILITY OF THE VENDOR.

4. **MOVE IN**: ABC does **NOT** have a fork lift on site so if you require one to move your supplies, you must supply one. ABC Arkansas does not provide any other equipment to help with move in or tear down. Please come prepared with any equipment you need to help move your product.

5. **UNOCCUPIED SPACE**: If the vendor fails to occupy space contracted for or fails to comply in any respect with the terms of these rules and regulations, ABC Arkansas shall have the right to rent such space to any other applicant without releasing the original vendor from paying the sum agreed to in the application and contract for exhibit space.

6. **FIRE SAFETY**: No combustible oils or gases may be used as part of the exhibit, nor will any open flames be permitted without prior written approval of the Fire Marshall. All electrical equipment used in conjunction with the display's installation, operation, and dismantling must be in good operating condition and able to pass the inspection of the local Fire Marshall. Storage of excess materials in hallways is prohibited.

7. **VENDORS LOUNGE**: The ACTA building will be made available for use by the Vendors. Snacks and water will be provided throughout the conference.

8. **CARE OF EXHIBIT SPACE**: Each vendor must keep their own space cleaned and their exhibit maintained in good order while the conference is open to the public.

9. **ELECTRIC NEEDS**: Plenty of outlets will be provided in the exhibit space located inside the building. Vendors will need to bring extension cords.

10. **EVENTUALITIES**: In case the facility should be destroyed by fire or the elements, or by another cause, or in case other circumstances shall make it impossible for ABC Arkansas to permit the contracted space to be occupied by vendor, the application and contract for exhibit space shall terminate and the vendor shall waive any claim for damages or compensation.

11. **LIABILITY**: Neither ABC Arkansas, the employees thereof, their agents or representatives; nor any member of ABC Arkansas Safety Conference volunteer team shall be responsible for any injury, loss or damage that may occur to the vendor, or to the vendor's employees or property from any cause whatsoever prior, during or subsequent to the period covered by the application and contract for exhibit space; and the vendor on signing the contract expressly releases the foregoing named Association, Corporations, individuals, their agents and employees from any and all claims for such loss, damage, or injury.

12. **SET-UP OF EXHIBITS**: Hours for set-up of exhibits are 2:00 p.m. – 5:00 p.m. the Tuesday evening before or 7:30 a.m. – 8:30 a.m. on the main day of the conference.

13. **CONFERENCE TIMES**: The conference will be open to attendees on Wednesday at 8:30 a.m. (main event begins at 9:00 a.m.). Attendees can visit the vendors at any time during the conference but there is a designated vendor time from 11:45 a.m. – 12:30 p.m. during lunch. Main event ends at 4:00 p.m. followed by happy hour.

14. **REMOVAL OF EXHIBIT**: All exhibits are encouraged to remain set up until 3:30 p.m. All exhibits must be removed by 5:00 p.m. on Wednesday.

15. **BOOTH ASSIGNMENTS**: ABC Arkansas reserves the right to change or alter space assignments, floor plans, and show conditions without notice and at their sole discretion for the best interests of the conference.

16. **COMPLIANCE WITH LAWS**: Vendors shall comply with all local, city, state and federal safety, fire and health laws, ordinances and regulations, including the Policies, Rules and Regulations of ABC Arkansas regarding the installation, dismantling and operation of the exhibit.

17. **COPYWRIGHTED WORKS**: Vendor acknowledges and agrees that it shall be solely responsible for obtaining any licenses, permits, etc., which may be required for it to broadcast, perform, or display any copyrighted materials including, but not limited to, music, video, and software. Vendor shall indemnify, defend and hold harmless ABC Arkansas, their directors, officers, employees and agents from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Vendor's breach of this provision. The terms of this provision shall survive the termination or expiration of this Agreement.

18. **AMERICANS WITH DISABILITIES ACT**: Vendor represents and warrants that its exhibit and product/service information shall comply with the Americans with Disabilities Act, its regulations, and guide-lines (collectively "ADA"). Vendor shall indemnify, defend and hold harmless ABC Arkansas and its directors, officers, employees and agents from and against any and all claims and expenses, including attorney's fees and costs, arising out of or related to Vendor's breach of this provision or noncompliance with any provision of the ADA.

19. **LEGAL ACTION**: Any legal action by a vendor against ABC Arkansas related to these rules must be brought in Pulaski County Arkansas, and Vendor's sole remedy is limited to exhibition fees actually paid by the vendor, and indirect or consequential damages may not be sought. Should any litigation arise out of this conference, the Vendor shall pay all costs and reasonable attorney's fees incurred by ABC Arkansas and/or the co-sponsoring agencies if they are the prevailing party.

20. **Vendor hereby represents and warrants to ABC Arkansas that the vendor has taken all steps reasonably necessary to ensure the sound engineering and structural integrity in its exhibit design and the proper construction and safety of the exhibit itself, as erected.**

21. **AMENDMENTS**: ABC Arkansas has full power to interpret or amend these rules. Whatever these rules do not cover, ABC Arkansas reserves the right to make rules to be in the best interest of the conference, and the vendor agrees to accept and abide by such rulings.

22. **PENALTIES**: The penalty for violation of any rule CAN result in immediate booth closure and suspension of vendor's right to be in any future events.