

# *It's Time Unity Conference*

## *Vendor Information*

**UNITY Conference**

**Saturday March 1, 2014**

**Museum of Aviation in Warner Robins, GA**

**Welcome** and **thank you** for choosing to be a vendor at the 2014 UNITY CONFERENCE. We look forward to viewing your many products and displays.

On the following pages, you will find a “Vendor Application” form, “Vendor Responsibilities” and the “Rules and Regulations” for all participating vendors.

For additional advertisement, vendors may purchase space in the program booklet.

**Please address all vendor concerns to [vlcreations@yahoo.com](mailto:vlcreations@yahoo.com) or call (478) 953-9767.**

### **Vendor Responsibilities**

- ❖ Please present your booths in a professional manner.
- ❖ Please be mindful of other vendors by not blocking the view of other booths.
- ❖ Do not roll any objects that will damage the floors in the Museum.
- ❖ Table legs should not be exposed.
- ❖ To prevent a fire, materials used should be noncombustible.
- ❖ Balloons are prohibited.
- ❖ Booth sharing must be approved.
- ❖ Please do your best to adhere to set-up and take-down times.
- ❖ Vendors must wear issued nametags or badges at all times during the conference.
- ❖ Smoking is not allowed anywhere in the Museum of Aviation.
- ❖ Vendors are asked to help promote the conference by advertising at their establishments or through email blasts.
- ❖ Vendors give permission to be used in photos for promotional use now, or in the future. Permission is also given to the web designer, web-master, or for use on the website.



**TERMS & CONDITIONS**

- ❖ Please sign indicating that you have read, understand, and agree to abide by each statement.
- ❖ Conference CANCELLATION/ACTS OF GOD: VLCHILDS/UICF, LLC and the Museum of Aviation will not be responsible if conference is cancelled due to any acts out of control of conference, fire, tornado, or other acts of God. Refunds shall be made solely at the discretion of VLCHILDS/UICF, LLC after consideration of expenditures and commitments already made.
- ❖ LIABILITY: Vendor must obey all rules and regulations set forth by the Museum of Aviation management, staff, agents, and employees. Shall have no liability whatsoever to any Vendor for any personal injuries, whether suffered by a Vendor, their employees or invited business associates; whether the injuries were caused by an act or failure to act, either intentionally or negligently caused by any conduct of VLCHILDS/UICF, LLC, and its staff. The Museum of Aviation, their management, staff, agents, and employees shall have no liability whatsoever for loss or damage resulting from any cause (including but not limited to fire, theft, and water) to the property of the booth space, Vendor, their employees or business associates.
- ❖ Each Vendor, in submitting a VENDOR BOOTH CONTRACT, agrees to protect, indemnify, and hold harmless VLCHILDS/UICF, LLC and the Museum of Aviation from any and all claims, liability, damage, or expenses asserted against them or incurred by them as a result of, or in connection with, any loss of or damage to property, or injury to persons resulting from, arising out of, or in any way connected to the negligence or wrongful acts of the Vendor, their employees, or business associates for any injury to persons or damage to property . VLCHILDS/UICF, LLC and the Museum of Aviation shall in no case be liable to any Vendor for any lost profits, sales or business opportunities or any other type of direct or consequential damages alleged to be due from a breach of this contract. It is understood and agreed that the sole liability of VLCHILDS/UICF, LLC and the Museum of Aviation to the Vendor for any breach of this contract shall be for the refund of amounts paid by the Vendor to VLCHILDS/UICF, LLC.
- ❖ INSURANCE: It shall be the responsibility of each Vendor to maintain insurance coverage against injury to persons or damage to or loss of property or to meet its obligations under this agreement, in such amounts as the Vendor deems adequate, including move-in and move-out dates at his or her own expense. **Insurance protection will not be offered.**
- ❖ LITIGATION: In the event of litigation arising out of any or in any way resulting from the VENDOR BOOTH CONTRACT or the subject matter of these TERMS & CONDITIONS, Vendor agrees that they shall pay VLCHILDS/UICF, LLC costs and fees, including reasonable attorney's fees incurred if a final judgment is taken in favor of VLCHILDS/UICF, LLC. Vendor agrees that the venue for any litigation shall be in Houston County, GA, and interpretation of the TERMS & CONDITONS contained herein shall be governed by Georgia Law. Vendor agrees that any action relating to or arising out of these TERMS & CONDITONS and VENDOR BOOTH CONTRACT or the subject matter thereof shall be brought within one year of the date on which the cause of action sought to be enforced occurred.

**I have read and agree to abide by all TERMS & CONDITIONS as set forth in the above paragraphs.**

**Business Name:**

**Authorized Signature:**

**Date:**

## Rules and Regulations for Vendors

- ❖ Table setup: table, two chairs, lunch, and registration (included in cost)  
**New Vendors \$100.00 per table Returning or Display Only Vendors \$75.00 per table**
- ❖ Set up time is 8:15-9 am Sat. Morning, March 1, 2014
- ❖ Vendor is responsible for person(s) to man and maintain table.
- ❖ No electrical outlets will be provided unless requested in advance.
- ❖ Make checks payable to **VLCHILDS/UICF, LLC**
- ❖ Breakdown of tables allowed only during scheduled conference breaks or at the conclusion of the conference.
- ❖ Vendors are allowed to have materials in the conference gift bags. Please deliver by 2/15/14.
- ❖ Refund policy: In the event the vendor must cancel their space, a refund will *not* be made.
- ❖ Each vendor will donate an item or gift certificate to be used as a door prize. (a wonderful advertising tool).

## Times of Operation

You will be allowed to showcase your items/table during certain times during the event.  
9:00- 9:50 a.m., during all scheduled breaks, lunch, and anytime except scheduled speakers.

## Decorations/Signage

Items such as glitter, confetti, sparkling sand, streamers, and bubbles or fog machines are not allowed in the Museum. Should clean-up of these items be necessary, a cleanup fee will be added to the final bill. Fee will be determined by the Services office. The use of candles (only votive candles or tapers in a hurricane lamp and floating candles may be approved) requires pre-approval. No open-flame candles will be approved. The use of tape, wire, staples, tacks, glue, and similar items is prohibited. Absolutely no items may be attached to ANY Museum surfaces. Event-related banners may be hung only with prior approval from the Museum Services office. Posters and signs are to be mounted on easels or other individual displays. They may not be affixed in any way to Museum surfaces. It is the customer's responsibility to bring easels. Vendor will assume all costs incurred to repair damage.



It's Time Unity Conference  
***Vendor Application Form***

Office Use Only  
Payment Rcvd. By \_\_\_\_\_  
Date Received \_\_\_\_\_  
Check # \_\_\_\_\_  
Cash \_\_\_\_\_

Vendor Application for UICF Conference  
Saturday March 1, 2014  
Museum of Aviation, Warner Robins, GA

Business Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Description of Display \_\_\_\_\_

Display only \_\_\_\_\_ Items for Purchase \_\_\_\_\_ (Yes or No)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Payment Amount \_\_\_\_\_ (an online payment, using Paypal, is available)

Mail completed forms to:

VLCHILDS/UICF, LLC P.O. Box 9334 Warner Robins, GA 31095