



**27th National Conference on
Preventing Crime in the Black Community
May 16-18, 2012
Tampa, Florida**



JOB/RESOURCE/VENDOR FAIR GUIDELINES

An application for vendor space must be signed by a duly authorized agent of the Job/Resource/Vendor Fair Committee. A reservation form signed by the vendor and the Committee representatives constitutes an agreement that includes the following items.

The Office of the Attorney General (OAG) reserves the right to determine eligibility of any organizations or products for display or sale during the conference. Live ammunition is strictly prohibited.

A. SPACE ASSIGNMENTS/LAYOUT

Requests for space will be dated as received and must be approved by the conference coordinator or other named designees. Each vendor will be allocated one rental unit (6' x 6' area). All products must remain in the allocated space. The OAG shall have no responsibility for information provided or products displayed or exhibited by any vendor during the conference. Personal tables are NOT permitted. If more space is needed, additional spaces/tables must be rented.

B. COSTS

The fee for each space is \$320. (Vendor fee does not include conference registration or meals.) The vendor application request will not be processed or assigned until full payment is received. Payment entitles organization to one vendor table, two chairs and a conference program. Conference Registration may be purchased separately. Meals may be purchased separately and in advance. Application deadline is May 2, 2012.

C. PAYMENT

Payment must be received on or before May 2, 2012, to qualify for early vendor application. Vendor application payments received after May 2, 2012, will require a late fee of \$25.00 for a total of \$345.00.

D. CANCELLATION POLICY

Refunds will NOT be made for cancellation requests received after May 2, 2012.

Cancellation forms may be located on our website: <http://www.preventblackcrime.com>

E. LOCATION

The vendor displays will be located in the foyer of the Grand Ballroom and the Florid Ballroom, Tampa Marriott Waterside Hotel and Marina. Vendors may begin set-up on Wednesday, May 16, 2012, at 12:00 noon for the 3:00 p.m. opening and will dismantle all displays on Friday, May 18, 2012, by 5:30 p.m.

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F. SUBLETTING OF SPACE

Vendors shall not assign, share, or sublet any part of their assigned space. They shall exhibit, or permit to exhibit, only merchandise or advertising materials that are part of their organization's regular products. Only one vendor allowed per rental unit.

G. SALES

OAG provides vendor space for display and demonstration of products based on their potential value to conference attendees. Vendors are required to adhere to applicable local, state, and federal laws, rules and regulations.

H. INSURANCE AND LIABILITY

No OAG or Tampa Marriott Waterside Hotel and Marina officer, representative or employee shall be held liable or responsible for any injury, loss or damage that may occur to the vendor's employees or property prior, during or subsequent to the conference exhibit hours.

I. SECURITY

Reasonable security will be provided for the protection and non-liability of the OAG and Tampa Marriott Waterside Hotel and Marina, their officers, representatives and employees, and official service contractors. Participants should take individual precautionary measures to secure easily portable articles of value and remove them to a place of safekeeping after exhibit hours.

J. SPECIAL VISUAL AND SOUND EFFECTS

Audio-visual equipment and other sound and attention-getting devices must be arranged and demonstrated so that they will not annoy or disturb other exhibitors and conference sessions. All projections must comply with applicable state and local laws.

K. CARE OF BUILDING AND EQUIPMENT

No tacks, nails, or screws may be driven into the walls, floors, columns, or other parts of the building or furniture at the Tampa Marriott Waterside Hotel and Marina. Electrical outlets or other electrical accommodations should be arranged through and completed by the Tampa Marriott Waterside Hotel and Marina. Contact Event Manager, (813) 221-4900.

L. AMENDMENTS

The OAG reserves the right to interpret, amend and enforce these guidelines. Written notice of any amendments or interpretations shall be given to each vendor. Each vendor agrees to abide by these guidelines and subsequent amendments and interpretations. Any vendor violating these guidelines will be subject to removal from the premises.

M. MANDATORY PRE-CONFERENCE MEETING

All vendors and their representatives are required to meet at 11:00 a.m. on Wednesday, May 16, 2012, at the Tampa Marriott Waterside Hotel and Marina.

Thank you for your participation, support and cooperation.