



32<sup>nd</sup> National Conference on  
Preventing Crime in the Black Community  
June 1-2, 2017  
Orlando, Florida



## **JOB/RESOURCE/VENDOR FAIR GUIDELINES**

An application for vendor space must be signed by a duly authorized representative of the Office of the Attorney General (OAG). A reservation form signed by the vendor and the OAG constitutes an agreement that includes the following items.

The 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 OAG or its representative. 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. Space is limited to one six-foot table, unless other arrangements have been made with OAG. If more space is needed, up to an additional 4 spaces/tables can be rented.

### **B. COSTS**

The vendor application request will not be approved until full payment is received. The fee for each space is \$320. Payment entitles organization to one vendor table, two chairs and a conference program.

Conference Registration, which includes meals may be purchased separately for \$265. Or meals may be purchased without registration fee for \$30. Application deadline is May 5, 2017.

### **C. PAYMENT**

Payment of \$320 must be received on or before May 16, 2017, to be considered. No vendor applications will be approved after May 16, 2017 and there will be no on-site approvals.

### **D. CANCELLATION POLICY**

Refunds will NOT be made for cancellation requests received after May 16, 2017. Cancellation forms may be located on our website: <http://www.preventblackcrime.com>

### **E. LOCATION**

The vendor displays will be located in Junior Ballroom F, Rosen Centre Hotel Orlando. This is subject to change based on space availability. Vendors must complete a diagram of their vendor space/booth. The Office of the Attorney General must have the diagram two weeks prior to the event (May 16, 2017). The diagram must be approved by the Fire Marshal. Vendors may begin set-up on Wednesday, May 31, 2017, at 12:00 noon for the 2:00 p.m. opening and will dismantle all displays on Friday, June 2, 2017, by 5:30 p.m.

## **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 and has been pre-approved by the OAG. 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 Rosen Centre Hotel Orlando, their officers, representative or employees 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 Rosen Centre Hotel Orlando, 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 Rosen Centre Hotel Orlando. Electrical outlets or other electrical accommodations should be arranged through and completed by the Rosen Centre Hotel Orlando's exclusive electrical contractor, Presentation Services. Contact Zaileen Goddard, Director for Presentation Services at (407) 996-8555 or [Zgoddard@psav.com](mailto:Zgoddard@psav.com). There will be no storage space beyond the approved layout for the specific vendor.

## **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 CHECK-IN**

All vendors and their representatives are required check-in at the registration area for space assignment and other instructions prior to set up on Wednesday, May 31, 2017, at the Rosen Centre Hotel Orlando.

*Thank you for your participation, support and cooperation.*