

## **FORUM IN THE FORT**

### Vendor Information and Contract

Welcome! We would like to extend our thanks in advance for your participation at the Forum in the Fort. We would also like to explain some of the expectations and procedures that will be required by vendors. ***You must read and sign this document, and return a copy with the vendor registration form and full payment by October 1, 2005. NO late registrations will be accepted!***

There is limited space for vendors. Your space will be assigned on a first come first served basis, so get your registration payment in as soon as possible. We will compile a waiting list if needed. We will not set up more tables than the room will allow. There will be 2 chairs per table provided.

Vendors' space will be limited to the length of the table (8' x 30") back to the wall, about 4-6 feet. Nothing will be allowed in the aisles or walkway between tables. You may need to store surplus products under or behind your table, or in your room or vehicle. If you have free standing displays, these must be placed behind your table. Additional tables may be available for purchase *if* space allows—please indicate if you would like a second table.

Only pre-registered vendors with full payment made in advance will be allowed to set up as a vendor. Sharing a table is not allowed. NO EXCEPTIONS! All vendor staff must also purchase full registration for the Forum.

Because these events are the main function that the International Ferret Congress (IFC) uses to raise funds for the organization, we are limiting each vendor to one (1) raffle for the entire weekend. We are aware that raffles are your way of helping to support your cause but the IFC can not continue to sponsor events such as this if we allow vendors unlimited raffles. This rule will be strictly enforced.

No business will be conducted during presentations/sessions. It is not only disruptive to the audience, it is rude to the presenter. Time will be allotted to do business during breaks, lunch breaks and between sessions.

When you send in your registration fee and vendor contract, please give us a brief description of the types of items you will be selling. This will help us to place you in an area that will be most likely to enhance your sales. Only vendors selling ferret-related items will be allowed.

We will contact you with more information on setup times and where to ship any boxes later.

I understand and will abide by these regulations. I also understand that if I do not abide by these regulations, I may be asked to desist selling with no refund issued, and it may hinder my future chance at being a vendor at any future IFC events.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please return with vendor registration form and full payment to: Forum Vendor Registration, c/o Brenda Johnson, 7823 Woodville Road, PO Box 698, Naples NY 14512 [ferretfarm@earthlink.net](mailto:ferretfarm@earthlink.net)

On back of sheet, please indicate type of products you sell and any other relevant information.