

2008 International Ferret Symposium Vendor Information and Contract

Welcome! We would like to extend our thanks in advance for your participation in the 2008 International Ferret Symposium. We would also like to explain some of the expectations and procedures that will be required by vendors. ***Please read and sign this document, and return a copy with the vendor registration form and full payment by September 15th, 2008. NO late registrations will be accepted!***

There is limited space for vendors. Spaces will be assigned on a first come first served basis, so return your registration payment as soon as possible. We will compile a waiting list if needed.

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. There will be two chairs provided per 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! Each vendor staff must also purchase a full registration for the Symposium.

As the symposium is the primary fund-raising event for the International Ferret Congress (IFC), each vendor is limited to one (1) raffle for the weekend. We are aware raffles are your way of helping to support your cause but the IFC can not continue to sponsor symposiums such as this if we allow unlimited vendor raffles. This rule will be strictly enforced.

No business may be conducted during presentations/sessions. It is not only disruptive to the audience; it is rude to the presenter. Time will be allotted to transact 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.

The room will be available for set up sometime on Thursday afternoon, Nov. 6. We will contact you with more information about setup times. Boxes may be shipped to arrive at the hotel Nov. 1st or later. They should be addressed to Holiday Inn Pittsburgh Airport, 8256 University Blvd., Coraopolis, PA 15108-2591. You must have your full return address on each, and "Hold for: *Your name*, International Ferret Congress, *Your arrival date*." There is no charge for box storage, but the IFC will not be responsible for charges incurred if they arrive prior to the 1st.

I have read and agree to abide by these regulations. I understand that if I fail to do so, I may be asked to desist selling with no refund issued. This may hinder my chance of being a vendor at future IFC events.

Signature: _____

Date: _____

Please return with vendor registration form and full payment to: Brenda Johnson: IFC Vendor Coordinator, PO Box 698, Naples NY 14512 ferretfarm@earthlink.net

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