

URSA CONFERENCE VENDOR RULES

Policies and Guidelines for Vendor Participation

Invitations and Applications

1. Vendor participation in URSA is by invitation only. Once a vendor receives an invitation, the vendor may apply to participate in the conference.
2. Prior invitation or participation is not a guarantee of future invitations or right to participate.
3. URSA reserves the right to withdraw an invitation or to reject a vendor's application for participation in URSA event.
4. Only vendors who have an authorized table/booth/display area and have registered as a vendor for the specific event are allowed at the URSA event.

Table/Booth/Display Area

1. Table/booth/display area assignments are made based on level. Lunch level spaces will be held until June 1, 2017. After that date, those spaces will open to Refreshment level vendors. Booth level assignments are on a first come, first served basis.
2. Display areas must be ordered of a sufficient size to accommodate a vendor's display.
3. Applications for one or more table/display areas are accepted on a provisional basis until payment is received.
4. If any payment is not received by the due date, the table/booth/display area temporarily assigned to the vendor will be cancelled and reassigned to a vendor on the waiting list.
5. Displays must be setup and torn down during the scheduled times.

Vendor Representatives

1. Each display area/table/booth comes with admittance to the conference and vendor fair for two vendor representatives.
2. Two representatives from each organization/company will be allowed at the Booth Level. At Refreshment level, three representatives are allowed. There is a four person maximum for Platinum level.
3. Additional vendor representatives will be charged a \$10.00 participation fee. This fee must be paid at time of application but no less than one month prior to the event. Additional Rep fees are not refundable but are transferable to others within the SAME Company upon authorization of the Company designated Point of Contact.
4. It is the responsibility of each Vendor Company Point of Contact to submit to the URSA Vendor Liaison an accurate vendor representative name list at least two weeks prior to the event. Only persons with the proper URSA-issued credentials are allowed to attend events.

Sponsorships

1. Vendors are welcome to sponsor URSA activities throughout the conference. Arrangements for sponsorship must be made through the URSA Vendor Liaison.
2. Sponsorship will be acknowledged on the URSA web site.
3. Vendors may bring up to 2 signs (3X5 banners) or 2 pull up banners announcing their sponsorship of an event.
4. If sponsoring a food event, advertising literature/giveaways may be placed on the tables or on the chairs.

Payment

1. Payment in full of all applicable fees must be received prior to final application approval.
2. Payment by credit card is the preferred method of payment; however, payments can be made by check. Checks should be made payable to URSA. Checks will be processed immediately and as soon as the check clears the exhibitor will receive final approval of participation.
3. Payment by credit card (VISA, MasterCard or American Express) will be processed through the online vendor registration form and will ensure immediate selection of sponsorship and/or exhibit requests for choice of booths. Note, if a sponsor selects a booth that has been requested by a vendor, the sponsor has preference. Send Checks to URSA, 685 East 200 South, Price, UT 84501.
4. If any payment is not received by the due date, the booth/table/display area temporarily assigned to the vendor will be cancelled and reassigned to a vendor on the waiting list.
5. Returned Checks incur a \$50.00 returned check fee. The replacement check must be a cashier's or certified check for the entire amount due, including the returned check fee. If replacement funds are not received within seven (7) days, the application will be cancelled and the vendor will not be allowed to participate in any URSA event for a minimum of one year. The Conference Committee will be notified of bad checks or nonpayment and will decide on any further action.
6. Any vendor who owes the URSA money past the date of any event will be removed from the invitation list. This removal may be appealed to the URSA Group Liaison only after restitution is made.

Cancellation Policy:

1. Vendors needing to cancel may do so at any time prior to June 1 and will receive 50% of their registration returned.
2. Vendors needing to cancel after June 1 may do so but will forfeit all registration costs.

Code of Conduct

1. Each vendor company representative at any URSA event will behave in a professional, business-like manner.
2. Rudeness or insulting behavior will not be tolerated from vendor representatives or members. Infractions are to be immediately reported to the URSA Vendor Liaison or another member of the Leadership Committee for resolution.
3. No one may order anything in the name of the URSA for payment by the URSA unless authorized in writing to do so by the URSA Vendor Liaison. Unauthorized ordering will result in permanent removal from the invitation list.
4. A vendor representative entering an event to which the vendor is not invited or entitled to attend will be cause for removal from the invitation list and may be cause for ejection from all events.
5. By responding to an invitation and making application to participate, the vendor's designated point of contact acknowledges that he/she has read these Policies and Guidelines and agrees that all representatives of the vendor will abide by them.