

## **VSBA Vendor Information & Policies –May 31 & June 1, 2019**

The VSBA provides a Vendor area at all of the membership meetings held each year. Attached is the vendor registration form for our meeting at the Fredericksburg Hospitality House Hotel and Conference Center, 2801 Plank Road, Fredericksburg, VA 22401. Space is limited so get your forms in early.

### Vendor Coordinator

1. Contacts vendors who have previously attended meetings, usually by email, to invite them to the next meeting. Since many of the venues have limited space for vendor areas, the vendors are asked to confirm their attendance as soon as possible and are reminded that space is available, first-come, first served. After about two weeks the Coordinator assess the space needed by each invited vendor and determines if room is available for new vendors. (Note: Attendees at these meetings have requested large vendors such as Dadant, Brushy Mountain, Mann Lake, etc. be invited.)
2. In this notice of meeting, vendors are asked to advise how many tables they will need and if they will arrive the night prior to the meeting (if venue permits) or the day of the meeting. Also if electricity is available at venue, vendor needs to advise if needed. Usually spaces with electricity are limited.
3. The invitation also requests that each vendor complete a registration form and send to the Vendor Coordinator. If lunch is offered by the host club, it is the responsibility of the vendor to note on registration form and a check for lunch(s) needs to accompany the registration form.
4. Prepare VSBA newsletter information regarding vendors attending meeting.
5. Will confirm vendor space and advise the earliest the vendor may arrive to set up.
6. Keeps a list of previous vendors and also a list of vendors who wish to attend the meeting if space is available. The new vendors are contacted if space is available or becomes available.
7. Sets up tables with two chairs for each vendor prior to the meeting. Every effort is made not to place vendors selling like items next to each other.
8. During the meeting, relay to vendors the date of the next meeting and confirm that they wish to remain on the vendor list.

### Vendor Responsibilities

1. When email or mail invitation is received, advise Vendor Coordinator immediately if they will be attending and complete the Vendor Registration Form.
2. Vendor will be allowed one or two tables, depending on space available. If lunch is offered, vendor would be responsible for cost of the lunch. Lunch is not offered at this meeting, everyone is on their own.
3. Each vendor is asked to donate at least one item for the VSBA door prizes.
4. If vendor has more than two individuals working their space and these individuals attend the meeting, the registration form for the meeting must be completed and sent to the Meeting Registrar along with appropriate fees.
5. Must not arrive earlier than time noted by Vendor Coordinator to set up.
6. Each space must have some product for sale or items for attendees to see prior to ordering. Catalogs alone are not acceptable.
7. Table coverings are vendor's responsibility.
8. Nothing can be taped or tacked to walls.
9. All wires and cords, such as electrical cords, must be secured to avoid tripping.