



2018 OGC VENDOR/EXHIBITOR FORM

Friday, March 23, 3pm – Sunday, March 25, 4pm

Seaside Civic and Convention Center

www.oregonghostconference.com

YOUR INFORMATION (FOR PUBLICATION)

NAME: _____
BUSINESS/GROUP NAME: _____
WEBSITE: _____
SOCIAL MEDIA: _____

CONTACT INFO (NOT FOR PUBLICATION)

MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
CONTACT PERSON: _____
EMAIL: _____ PHONE: _____

VENDOR/EXHIBITOR SPACE includes a 10’ wide x 8’ deep space with black pipe and drape. (Backing 8’high and sides 4’ high), One 8’ x 30” table with covering, two chairs and two General Admission Passes to the Vendor/Speaker Areas of the conference. All spaces also include access to electricity and free high speed Wi-Fi access. Please bring your own extension cords and power strips.

List of items/services you plan to sell and/or distribute from your space:

VENDOR SET UP INFO + TIMES @ Seaside Civic and Convention Center (415 First Ave., Seaside, OR 97138)

Set Up: Friday, March 23, 1-3pm

Vendor Open Hours: Friday, March 23, 3-7pm / Saturday, March 24, 9am-7pm / Sunday, March 25, 9am-4pm

Take Down: Sunday, March 25, 4-5pm

(All Vendors must be set up by 3pm Friday when the Conference opens to the public and all doors will be locked during open hours except for the main entrance.)

VENDOR/EXHIBITOR SPACE - \$80 (each) x _____ = Total Vendor Fee: \$ _____

I would prefer to have my booth space in the:

Return To: director@oregonghostconference.com and Pay Online: www.oregonghostconference.com/vendors.html

Or Return To: NW Walking Tours, LLC: PO Box 1214 Oregon City, Or 97045 and Pay by Check: payable to NW Walking Tours, LLC. *(We will email you a confirmation of your acceptance as a vendor along with a receipt of your payment.)*

Sponsorship and Advertising Opportunities are also available:

To view the full list of sponsorship and advertising opportunities such as 2018 OGC Program or T-Shirt Ads go to: www.oregonghostconference.com/sponsorship.html



2018 Oregon Ghost Conference Agreement

I confirm that I am an authorized representative of the listed group applying for participation in the 2018 Oregon Ghost Conference. By signing below I confirm that I have read all rules and regulations and hereby agree that I and all members of my Business/Group will abide by said rules and regulations and any amendments made by the organizers for the governance, safe operation, and management of the event. While Conference Organizers do their best to work with individuals and groups, the allotment of space, speaking time, and classes are solely at the discretion of the organizers.

This contract between the organizers and Vendors is limited to the rental of space/tables/chairs. No representation is made by the organizers that the use of the space/tables/chairs will result in profit. Your contract does not constitute any exclusivity. Any items left on site become the property of the organizers to be used or disposed of as they see fit. Excessive garbage left by a Conference participant will be cleaned by the organizers at the expense of the participant.

- a) No Refunds
- b) Guests are not permitted to bring any outside food/beverages into the Seaside Civic and Convention Center.
- c) Topics, discussions, vendor booths or presentations should be secular (**not religious based**) and should be geared to a diverse audience and age group.
- d) Conference participants must install, arrange and conduct their exhibits in a manner which does not present a safety hazard to the public, volunteers, or employees, and only in the space allotted to them by the organizers in a neat and orderly manner and in such a way as to not be a menace or nuisance to other vendors.
- e) All audio/visual needs must be arranged prior to the event. The undersigned must work with event staff to set up any audio/visual equipment and ensure it is working prior to use and in a manner which does not present a safety hazard to the public, volunteers, or employees, and only in the space allotted to them by the organizers.
- f) All Conference presentations, vendors, classes and speakers must be appropriate for a family friendly venue. No profanity, promotion of violence, illegal activity, weapons, alcohol consumption or other subjects that may be found offensive in the view of the organizers will be permitted. I understand that Conference organizers have final say on items sold or displayed, in keeping with the focus of the Conference.
- g) Vendors agree not to handle or sell any commodity not mentioned in their application. Helium balloons are prohibited inside the Seaside Civic and Convention Center.
- h) All Conference participants agree not to sell or distribute any item with the Oregon Ghost Conference, Northwest Ghost Tours or Haunted Seaside name and/or logo without prior written permission.
- i) Vendors agree not to sell any raffle tickets, event tickets or have any silent auction at the Conference Site without permission of the Conference Director.
- j) No sharing or subletting of your time slot or vendor booth is allowed without the consent of the organizers.
- k) Northwest Walking Tours LLC, Seaside Civic and Convention Center and the Oregon Ghost Conference, their employees and/or volunteers will not be held responsible for any personal injury, loss, theft, damages, or attachment of other worldly entities incurred by the Conference attendees at, in or around the Conference.
- l) The undersigned and all members of the business or group listed on this application agree to be courteous to the attendees, audience, organizers, employees and/or volunteers and the staff of the venues.
- m) If all rules and regulations are not followed the Oregon Ghost Conference Director has the right to ask, and expect, the Conference attendee to vacate the premises immediately without refund.
- N) Speakers, Panelists, and Class Instructors agree not to use allotted time as a commercial to promote or sell any goods or services without permission of the Conference Director. Sales are confined to Vendor Booths.

I have read all of the Rules and Regulations above and agree to follow them:

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____

BUSINESS/GROUP NAME: _____

Return To: director@oregonghostconference.com or Northwest Walking Tours LLC, PO Box 1214 Oregon City, Or 97045