

# CONVERGENCE 38

ST. LOUIS SEPT. 4-7, 2020

## VENDOR HALL INFORMATION

The Convergence 38 is excited that you are interested in being a vendor for Convergence 38. **Space is limited – so, reserve you vendor spot as soon as possible.** Our Vendor Hall will be located in the same area as our concierge/registration desk. Because of this, there will be times you can remain open longer than the posted vendor hall hours.

We are making every effort to make the Vendor Hall a viable place to conduct business in. We will be promoting our vendors on our website and in our run book and throughout the event assuring you the maximum traffic and visibility. All Vendors are required to be in the Vendor Hall during all posted Vendor Hall hours. For more information on this opportunity please contact our Vendor Hall Director.

### ***Vendor Hall Terms and Conditions***

**Vendor Space** – Each Vendor will be provided a vendor space which includes one six foot (6') table with two chairs, we may be able to accommodate additional tables, but additional tables will be based on space limitations.

- Each vendor is responsible for their product, monies and vendor space.
- Each vendor will be issued up to three Vendor Passes (these passes do not give access to the entire event).
- Each vendor should have at least one person representing the vendor in their vendor space throughout vendor market operating hours. The Vendor Hall staff and volunteers will not be responsible for your area when unattended by you or your helper, during vendor hall hours.
- Convergence 37 staff reserves the right to approve or deny any application for the Vendor Hall.
- Vendor space will be assigned on a first come first serve basis.
- If your vendor booth needs power, it will be an additional cost of \$40 for you.
- Vendor space will be forfeited if Vendor does not show for the opening hours of the Vendor Hall; if you will be late you will need to inform the Vendor Hall Director ahead of time.

All Vendors must also agree to indemnify and hold Convergence 38 harmless from and against any and all liability claims in connection with or relation to any actions, claims, or demands by third parties, in tort, arising out of the operations of your business. For the avoidance of doubt, Convergence 37 will not be responsible for any business transactions, contractors and employee, merchandise and other items while conducting business in the Vendor Hall.

We are striving to offer a wide variety of goods and products at Convergence 38.

### **Access to Vendor Market and Security**

- Vendor Hall vendors will have access to the Hall on Thursday afternoon and Friday morning prior to the Vendor Hall opening at 10:00 am on Friday for set up time.

- Once the hall opens vendors will have access to the vendor hall as early as 30 minutes prior to opening and 15 minutes after closing. This will allow for daily set up and tear down if needed. Again, a representative must be present at all times during the operating hours.
- Convergence 38 strongly recommends that Vendors do not leave any money, credit card information or checks at their vendor space, when the area is unattended.
- Convergence 38 will work with you to provide table covers to hide from view table displays.
- On closing day, all Vendor Hall Vendors must be clear of their area within 1.5 hours following the closing of the Vendor Hall, unless other arrangements have been made.
- Vendors are solely responsible for their products and equipment. Convergence 38 staff will work with the hotel to provide table drapes to cover your table when hall is closed.
- Vendors should never ever leave money, credit card information or checks at their vendor space when it is unattended.
- Likewise, Vendors agree to remove any irreplaceable or extremely valuable items from the vendor hall when the area is closed or space is left unattended.

**Our Vendor Hall is only \$25.00!**

**We strongly encourage you to place an ad in our Run Book!**

**Here is what you get for such a small fee:**

- One vendor space in the Vendor Hall
- A mention during event functions
- Wireless Internet access is available in the hotel including the Vendor Hall.
- Advanced promotion on Convergence 38's web site (information and logo must be submitted with application for processing and placement on web site, if nothing is given, just the name will be listed).

**Cancellations:**

Because we are offering such a small fee, there will be no refunds for canceling after your fees have been submitted.

**Special Note and Needs:**

If power is needed at your booth there is a power drop fee of \$40 to provide power to you. We will work with you to assist with planning and setting up your vendor space.

If you have any special needs or concerns, please let us know in advance.

**Vendor Hall Registration Packet:**

To register for your Vendor Spot, please complete the Vendor registration form.

**Vendor Hall Hours**

Friday, September 4, 2020	12 pm to 6 pm
Saturday, September 5, 2020	12 pm to 6 pm
Sunday, September 6, 2020	12 pm to 5 pm