



## **MINNESOTA FOSTER CARE ASSOCIATION**

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### **Education Conference**

#### **Exhibitors Information ~ Vendors Participation Rules and Guidelines**

1. Exhibitor coordination (screening, scheduling and assignment) will be conducted by the Foster & Adoptive Care Education Conference Exhibitor Coordinator.
2. Assignment of space will be according to MFCA arrangements and layout and in the best interest of the event.
3. Only items stated in description of product or services section of the Exhibitor Information Form are to be exhibited, sold and distributed from the exhibit area.
4. Except for displays/handouts only, vendor's booths must be supervised at all times when the exhibit area is open. Exhibitors are responsible for the security of their own merchandise during non-operational hours and MFCA will not be responsible for merchandise and/or booth.
5. Application with check or money order made payable to MFCA.
6. Exhibitors are responsible for obtaining any necessary business licenses and/or permit and will be liable for registration and payment of any and all taxes.
7. The use of extension cords, flood and/or spotlights are permitted only with specific permission from MFCA.
8. All vendors' merchandise must be displayed on the tables provided by MFCA.
9. Exhibit times (set up, open and close hours, and take down) will be directed by the Exhibit Coordinator.
10. Exhibitor may express a preference for a specific display space but there is no guarantees, expressed or implied, that any specific space will be assigned.
11. The Exhibitors Hold Harmless and Rules Agreement is included with the registration form and must be signed.
12. MFCA reserves the right to cancel any exhibitor contract at any time for any reason.