

Enchanted Circle EMS Conference

Stronger Together

September 29th and 30th 2018 * Red River, New Mexico

VENDOR REGISTRATION

Vendor/Organization Name					
Product/Services Provided					
Mailing Address					
City		State		Zip	
Contact Person				Website	
Email			Phone		
Name(s) of individuals who will be staffing the vendor space					

Vendor Space: There are eight indoor vendor spaces available, each 8' x 12'. There will be one 2.5' x 6' table and one chair provided. Table coverings and decorations are the responsibility of the vendor. Access to 110 volt outlet is available, the vendor must supply their own extension cords etc. (see map for closest available power source). Complimentary coffee, juice and snacks in the morning and lunch for 2 people each day is provided.

Time: Vendor viewing time is from 8:00 am to 5:00 pm on Saturday and Sunday. The conference facility is one big open room. Each vendor must agree to close vending area while all sessions are going on (refer to conference schedule).

Set up times: Friday night from 5:00 pm to 7:00 pm and Saturday from 7:00 am to 8:00 am. All vendors must be set up by **8:00 am** on **Saturday** morning.

Please check any of the following items your company/agency would be interested in providing:

<input type="checkbox"/> Door prizes	<input type="checkbox"/> Refreshments for breaks
<input type="checkbox"/> Items for attendees bags pens, notepads, etc, typically ~150	<input type="checkbox"/> Other hospitality (please specify) _____

Please select one of the following registration items:

<input type="checkbox"/> \$150 standard vendor fee
<input type="checkbox"/> Conference SPONSOR, vendor space included with a \$500 sponsorship
<input type="checkbox"/> Non-profit organization. Limited non-profit space available, submit for approval

Vendor will be at the conference:

<input type="checkbox"/> Both Saturday and Sunday
<input type="checkbox"/> One day only: <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday

To ensure your space, please register by **Monday, September 3, 2018.**

Enchanted Circle EMS Conference

Please read and acknowledge the agreement below:

Vendor / Organization

The EMS conference is in a large open building. The vendor agrees to close down their space while sessions are going on.

The Enchanted Circle EMS Association reserves the right to refuse participation, or at any point in the conference ask a participating vendor to leave the premises for ANY actions or operations we deem inappropriate/ unacceptable. The conference reserves the right to reassign a vendor space if circumstances deem it necessary for any unforeseen reason.

As an official representative of my organization, I agree to hold the Enchanted Circle EMS Association and the Town of Red River harmless from any and all liability that should arise from this conference. I understand that Enchanted Circle EMS Association cannot guarantee the total number of attendees and that this vendor fee is non-refundable, even if my organization fails to attend the event.

Organization Representative Name

Signature

Date

Please return via email to:

dburnham@redriver.org

Please contact Dina Burnham for payment at above email.

Thanks for your interest; we look forward to seeing you the end of September.

Vendor Approved Date: _____

Not approved reason: _____

Vendor Space V-_____ Fee collected: \$_____ Date: _____