

**Blue Future: The Now and Next of Plymouth's Marine Economy
October 24 & 25, 2022, Hotel 1620, Plymouth, MA.**

Vendor Application Form

Please review the information below and contact _____ with questions. **Space is limited.** You will receive notification from the Plymouth Foundation when your application is approved. Advantage will be granted to those who return the form early. This form must be completed in full and emailed to _____. Payment in full must be made within 14 days of receipt of notification that the application has been approved, without exception.

To maintain the integrity of the conference, Plymouth Foundation reserves the right to approve only vendors whose products, services, or mission appropriately fit the Conference.

Vendor Space Dimensions & Prices:

Standard vendor spaces are 5'x 6'. Please indicate the number of spaces you are requesting. Should exhibit be larger than the allotted space, an additional 5' x 6' foot space must be purchased. Vendor **MUST** set up in the designated and assigned area.

Vendor Contact Information:

All communication about Conference details will be sent to one primary contact for each participating vendor. Please print clearly:

COMPANY Name: _____

CONTACT Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Mobile Phone: _____ Office Phone: _____

Email: _____

MERCHANDISE SALES & TAX INFORMATION

SALES TAX: Each Vendor selling products will be responsible for collecting sales tax as required by the Commonwealth of Massachusetts. You **MUST** include your MA Tax ID # or Social Security # on this Reservation Form. Failure to provide this information at time of reservation forfeits Vendor's admittance into the selected Signature Conference. *Please be advised that the MA Department of Revenue requests lists of ALL vendors from Plymouth Foundation.*

MA Tax ID # _____ or SSN # _____

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POLICIES AND REGULATIONS FOR ALL VENDORS

These regulations are part of your contract with Plymouth Foundation, Inc. Please read the terms and conditions carefully before signing. Incomplete applications will not be processed or contacted. Failure to comply with these policies will be an automatic rejection from the selected Conference. **All pages must be initialed/signed, dated and returned. This will constitute acceptance of our written contract.**

Plymouth Foundation assumes no responsibility whatsoever for any property placed on the Conference grounds and surrounding property. Vendor, unless otherwise prohibited by law, hereby releases Plymouth Foundation, its agents, servants, and employees, and discharges them from any and all liability for any loss, injury or damage to person/property that may be sustained while at or as a result of conference participation.

SET UP: Exhibitors can set up between 3PM Sunday, October 23 and 8:45AM, October 24th. Exhibits must be completed 15 minutes before the Conference begins. Vendors must comply with the move-in/move-out schedule, as stated here. Plymouth Foundation forbids the installation of any exhibit not previously approved by the Plymouth Foundation.

INVENTORY RESTRICTIONS: No Vendor shall sell or distribute food or beverages of any type without the express, written consent of the Plymouth Foundation. The sale or display of illegal items is prohibited. Plymouth Foundation reserves the right to remove any such items. Other prohibited items include smoke bombs, fireworks, adult materials or items with profane or obscene wording, artwork or pictures, as well as t-shirts and other items with drug slogans. The sale of weapons of any kind (historic or otherwise) are prohibited.

SPACE OCCUPANCY: All aisle space is the jurisdiction of Plymouth Foundation and the Hotel 1620. No exhibits, seating, storage of goods or advertising material is allowed to extend into this space. The actual occupation of the vendor space is of the essence. In the Conference the Vendor does not occupy said space within 2 hours after the Conference opening, Plymouth Foundation is expressly authorized to occupy, or cause said space to be occupied in such manner as may deem to be in the best interest of said Conference without rebate, refund, or allowance whatsoever therefore to Vendor and without releasing Vendor from any liability herein under.

Initial ____ Date _____

VENDOR POLICIES AND REGULATIONS CONTINUED:

Vendor display **MUST** occupy Booth Space for all hours of the Conference. A Vendor's early departure on either day will be subject the Vendor to a \$100 Early Breakdown Penalty Fee.

SPACE ASSIGNMENTS: All spaces are allocated on a pre-paid, pre-assigned basis only; Plymouth Foundation has sole discretion over assigning specific location to Vendors. Vendor shall not, without prior consent of Plymouth Foundation, assign or sublet space, or any part thereof, or remove its display before official closing of said Conference. There will be a \$100 Penalty Charge if a Vendor Booth Space is moved during the Conference without permission from Conference Staff. Plymouth Foundation has the right to expel any Vendor who does not comply.

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CANCELLATION POLICY: If cancellation BY VENDOR occurs within 30 days of the Event, the entire amount paid to date to Plymouth Foundation by the Vendor shall be retained by Plymouth Foundation. If cancellation made by the Vendor, occurs before the aforementioned 30-day period, Plymouth Foundation will retain 50% of the entire amount paid to date to Plymouth Foundation. The retained amount shall be liquidated damages for the direct and indirect costs incurred by Plymouth Foundation for organizing, setting up and providing space for Vendor's withdrawal including reletting the space. All cancellations must be in writing. If the Conference is cancelled at any time due to nature or other Act of God, no refund will be issued.

Vendors will be notified of Conference changes due to nature/Act of God via email. Updates will also be posted on the Plymouth Foundation website www.plymouth400inc.org on the **Conference page**. Vendors will not be notified by phone. Should Vendor receive no email update or no website updates, the Conference will proceed as scheduled.

Should Vendor choose not to occupy their space for any reason, but Conference activities are still taking place, no refund will be issued. Should Vendor or representative of exhibiting company be unable to attend the Conference for any reason, Vendor is still liable for payment and no future credit or refund will be given.

CHARACTER OF EXHIBITS: All exhibits must be designed, constructed, and operated in good taste and in accordance with the best interest of the Conference which Plymouth Foundation in its sole discretion shall have the right to decide. Plymouth Foundation will prohibit the installation and operation of any exhibits not meeting its approval and in its sole discretion may prohibit the conduct of any activity whatsoever which it deems deleterious and not in the best interest of the Conference and Plymouth Foundation.

ELECTRICITY: There is limited electrical access at the Conference and use is not guaranteed.

PARKING: The Hotel 1620 has abundant parking for hotel guests, conference attendees and vendors. There are also paid parking lots to the right of the Hotel. **Do not park in the lot in front of the Hotel. That lot is for the Shopping structure in front of the Hotel.** Vendor vehicles parked in this lot may be towed at owner's expense.

Initial ____ Date _____

CLEANLINESS: Exhibits must be kept clean and in good order by Vendor and be ready 15 minutes before the start of the Conference. Vendors are requested at all times to cooperate with Plymouth Foundation by maintaining exhibits in perfect condition with respect to material and personnel throughout the Conference. Vendors must clean Exhibit space at the close of the Conference. Vendors will be provided 1 trash bag at Check-In that they are to fill during Conference hours and leave, tied, behind their booth at the end of the Conference. Vendors must cooperate by not throwing refuse on the ground or any other material that will endanger public safety or inconvenience other Vendors during show hours.

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AMENDMENTS: These rules, regulations, and conditions have been drawn for the purpose and intention of providing a well-balanced, well-regulated and successful Conference, in an effort to provide the greatest good to the greatest number. Plymouth Foundation shall have full power to so interpret the rules and regulations or make such rulings as may appear to be for the best interest of the entire Conference and any and all amendments of the foregoing rules, regulations, and conditions shall bind the Vendor. This arrangement will be interpreted and is intended to be consistent with Massachusetts's law. Any provision violating such law is void and other provisions shall remain in full force and effect. Plymouth Foundation retains the right to add new guidelines and expectations not outlined in this contract, with proper advance communication to the Vendor.

Upon acceptance in writing of this contract by Plymouth Foundation, this shall be a binding and enforceable contract. By accepting this contract and providing payment in full, the Vendor agrees to all terms, conditions and rules described. Plymouth Foundation must have a signed agreement and full payment prior to October 3rd, 2022; please note space may fill before the deadline.

Signature _____ Date _____

