

GENDER ODYSSEY CONFERENCE VENDOR FORM

Vendor/Business Name: _____

Product(s): _____

Street Address: _____ City: _____

State/Province: _____ Zip/Postal code: _____ Country: _____

Contact Person: _____ Cell # during event: (_____)

E-mail: _____ Phone: (_____)

Please provide us with a brief (3 - 5 sentences) description of your business, program, or service for our web site and program. We may edit for length and/or clarity. You may include your business' web site, phone number, and/ or mailing address. Use the back of this form if you need more space.

We will process applications for vendor space with the following three things in mind:

1. Timeliness of the application submission (**deadline: July 14, 2012**)
2. Our commitment to ensuring a variety of products and services at the vendor fair
3. The capacities and limitations of the space itself

Please take a look at the following space options and choose the size and number of tables you would like. We will do our best to accommodate you. Please let us know if you have your own booth or display equipment.

Table Sizes

_____ 8' table (10' x 10' space): \$105

_____ 4' table (5' x 5' space): \$65

- If you are a retailer, an additional 10% of conference sales will be assessed.
- Each 8' table comes with 2 chairs (1 chair for 4' tables). Each 4' table space will be shared with another 4' table space, i.e., two vendors share a 8' table.
- The tables do not come with access to an electrical outlet. If you must have power, you will need to order it through the Washington State Convention Center (WSCC). Let us know if you would like more information.
- WSCC allows vendors to drape a sign or banner over the front edge of a table, but not to attach signs to the tables in any way. Nothing may be hung on the walls behind the tables.
- In order to make the conference accessible to as many people as possible, Gender Odyssey is a nonsmoking and scent and fragrance-free event. Please do not bring any scented products.

Vendor Fair Hours

The conference vendor fair will be open from approx 9:00 am to 5:00 pm on Friday, Saturday and Sunday (actual hours tbd). Vendors may break down as early noon on Sunday.

Set-up and Tear-down

Vendors may set up no earlier than 7:30 am Friday, and must remove all equipment and supplies from WSCC by 5:00 pm Sunday. Vendors may break down as early noon on Sunday. We will email you specific loading instructions in early July.

Storage

You may store your things, at your own risk, on or under your table when the vendor fair is not open. We cannot guarantee the safety and security of your possessions. The vendor area is not locked but the convention center is closed to the public after conference programming ends each evening. There will be no on-site, lockable storage available.

Advertising

You may place an advertisement in our conference program at a 25% discount. Please see the Ad Rate Sheet and Submission Form on the Gender Odyssey website if you would like to purchase ad space in the conference program.

Location

The vendor fair will be located in the large open area near the registration desk and the workshop rooms. The space will be set up to optimize socializing and foot traffic.

Thank you for completing this form in full. If you have any questions or concerns, please contact our Vendor Coordinator at vendors@genderodyssey.org.

Please mail this completed form, with check or money order (postmarked no later than July 14, 2012) to:

Gender Odyssey
702 Kentucky St, Ste 164
Bellingham, WA 98225

Please make check payable to Gender Odyssey.

If you wish to pay by Visa or MasterCard, please download a credit card authorization form from our site at <http://www.genderodyssey.org/vend/> complete, and mail to us. Note: Please do NOT send us your credit card number in an email.