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# CLASSICAL EDUCATION SIMPLIFIED 2017 CONFERENCE

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2017 Vendor/Exhibitor Packet

Vendor Rules and Regulations Agreement

# General Rules and Regulations

## **Application Process – What happens after submitting an application?**

After a possible vendor/exhibitor has completed and signed the necessary pages, paid in full, the application goes through review by Classical Education Simplified (CES). Upon approval, you will receive a confirmation email and receipt from Classical Education Simplified letting you know your application has been approved, and you are accepted as a vendor/exhibitor.

If your application is not approved, you will be notified, and your full payment will not be processed or it will be refunded.

## **Space**

Each booth space is approximately 10 ft. deep and 10 ft. wide. Each booth space is provided with (1) 6 x 3 ft. table topped with a table cloth, two chairs, and will have a printed identification sign displaying company name.

No vendor is allowed to extend its exhibit outside the designated booth area. It is the responsibility of each Vendor to arrange product presentations, audiovisual presentations, displays and demonstrations within their designated booth space(s). Classical Education Simplified reserves the right to refuse any vendor/and or in part without comment. All decisions made by Classical Education Simplified are final.

Vendors shall not share purchased booth space(s) with any other company or organization, unless given pre-approval by CES. Vendors shall not display materials for any other organization including catalogs, brochures, and flyers. Vendors are only allowed to distribute printed materials in the vendor hall at your designated booth space. Helium balloons are not permitted.

Classical Education Simplified shall not be held responsible for contents of Vendor's booth(s) on premises.

## **Assignment of Space**

Vendor's booth placement is exclusively at the discretion of Classical Education Simplified. The date of Vendor's registration does not reserve booth location. Classical Education Simplified reserves the right to alter locations of Vendor's booth(s) as deemed necessary. However, Vendor/Exhibitor may request alternative location for booth placement. Classical Education Simplified has right to permit or refuse any vendor exhibit, and to later revoke vendor contracts initially granted. Classical Education Simplified may also alter, limit, or terminate exhibits at the CES Conference as necessary.

## Vendor Badges

Vendor will be issued badges for (2) booth attendants per space rented. All booth attendants from Vendor must wear their Vendor Badges during the conference to be considered a Vendor. This excludes Vendor's children.

Vendors may attend conference sessions without paying registration fees provided they wear the Vendor badge. Vendor's children who desire to attend the Youth Leadership Track must pay full registration.

## Payment

Vendor may reserve booth space with 100% full payment at the time of the application. Vendor may pay by check or credit card. **Vendor application may be completed online at this [link](#).** Vendor may fill out the Vendor Application online and mail a check to the address below. The contract will be complete and effectual when full payment is received by Classical Education Simplified. If Vendor application is approved, all related vendor payments for the booth space are non-refundable.

Checks may be mailed to:

Classical Education Simplified  
110 West 4<sup>th</sup> St  
DeRidder, LA 70634

Or credit card payments may be sent through PayPal at this address:

[jessie@classicaleducationsimplified.org](mailto:jessie@classicaleducationsimplified.org)

## Rules of Propriety

Vendor must be acceptable to Christian standards of conduct. **Vendor agrees not to criticize other exhibitors, speakers, attendees, Classical Education Simplified, volunteers, except to Classical Education Simplified directly and in a private manner.** Vendor may have their children present in the Bookstore under adequate supervision. Children under the age of 10 must be accompanied by their parent or adult guardian.

## Christian Conduct

Vendor/Exhibitor will refrain from making any private or public disclosure of any issues that they may have with Classical Education Simplified and/or their Conferences. Vendors shall also refrain from private or public disclosure of any issues they may have with other Vendors regarding items for sale, policies, etc. Classical Education Simplified requests all such grievances be made in a private manner to Classical Education Simplified. Any such grievances will be reviewed by Classical Education Simplified.

## **Care of Vendor/Exhibitor Space**

Vendor must keep their booth clean, manned, and orderly. All extension cords must be taped down or secured to avoid any tripping hazards.

Vendor must be ready to for display by 8:00 AM on Friday, and cannot begin to disassemble booth space until **4:30 PM on Saturday**.

Vendor must leave their booth in a clean manner after it has been dissembled on Saturday. Vendor is responsible for set-up and removal of all its displays, promotions, materials, equipment, and merchandise. If a Vendor fails to clean booth and dispose of rubbish, then Vendor will incur a “clean up” fee of \$75.00.

## **Damages**

Vendor is liable for damages caused to facility walls, floors, curtains, desks, podiums, chairs, standard booth equipment, cords, outlets and/or to another Vendor’s property.

## **Unoccupied Space**

If Vendor fails to occupy booth space contracted by 8 AM on Friday, or fails to comply in any respect with the terms of this agreement without prior permission from Classical Education Simplified, then Classical Education Simplified shall have the right to use such space in any manner. The Vendor fees will not be refunded.

## **Limitations**

Printed matter, souvenirs, and/or other articles that are distributed must be done so in the Vendor’s designated booth(s). Vendor may only make sales within the Vendor Room, and no other area. Vendor may use sound equipment in booth(s) or on table tops provided the noise level does not interrupt the activities of neighboring vendors or attendees.

Helium balloons are NOT permitted.

## **Furniture**

Each booth is provided with (1) 6 ft. x 3 ft. table, a table cloth, and two chairs.

## **Signs**

Vendor must supply their own professional sign displaying its company or organization’s name. Any signs or display materials must be professional in appearance. Signs may be suspended by string and/or display hooks from the ceiling.

## **Door Prizes**

**CES asks that each Vendor donate a door prize valued at \$50 or more.**

## Vendor Hall/Bookstore Hours

Each Vendor must have a representative present at its booth during bookstore hours. The bookstore will be closed in between sessions, but the general operating hours are specified below.

Thursday	12 PM – 5 PM	Set-up for Vendors
Friday	8 AM – 5 PM	Bookstore <b>OPEN</b> for attendee shopping – <b>BOOTH MANNED BETWEEN ALL SESSIONS</b>
Saturday	8 AM – 5 PM	Bookstore <b>OPEN</b> for attendee shopping – <b>BOOTH MANNED BETWEEN ALL SESSIONS</b>
Saturday	4:30PM – 6 PM	Take-down booth(s) for Vendors

**No early dismantling of booth(s) as per vendor agreement. Vendor understands/agrees that their designated booth space must be manned during the Bookstore hours.**

## Electricity

Vendors requiring electricity are responsible for providing the appropriate extension cords and surge protectors. (Electrical outlets are found on the floor in/near vendor’s booths.) All extension cords must be taped down or secured to avoid any tripping hazards.

## Shipping and Storage

**Vendors that need to ship items for The Louisiana Classical Education Conference may make these requests at [jessie@classicaleducationsimplified.org](mailto:jessie@classicaleducationsimplified.org).**

## Compliance

Vendor agrees that their representative shall be admitted and shall remain from day to day solely in strict compliance with the rules stated. Classical Education Simplified reserves the right to decline, dismiss, or prohibit Vendor and/or Vendor Representative(s), with or without acknowledging cause. If cause is not given, then Vendor shall receive the full amount of contracted booth space. Classical Education Simplified is not liable for more than the fees for the contracted booth space. If Vendor is dismissed for violation of the Vendor Agreement or for any other stated reason, then there shall be no return of rental fees.

## Liability

Classical Education Simplified does not guarantee Vendor against damages or loss of any kind. Classical Education Simplified has leased space to Vendor with the agreement that the Vendor shall hold Classical Education Simplified harmless from any and all liabilities from any cause. By signing the Contract for Vendor/Exhibitor Space, Vendor expressly releases and agrees to secure Classical Education Simplified, its representatives, employees, volunteers, and facility representatives, staff, and employees from any claims for such damages, loss or injury.

## **Insurance**

Vendor is responsible for all Vendor material, merchandise, promotions, and other property. Classical Education Simplified accepts no liability for damage, loss, theft, harm, or injury to the Vendor, its attendants, or its property. Vendor must obtain their own insurance to cover fire, theft, and damage, and agrees not to hold Classical Education Simplified liable for damaged, lost, or stolen property.

## **Unforeseen Circumstances**

If the Contract for the Venue causes this event to be canceled, then this contract shall be terminated and Vendor shall waive any claim for compensations or damages except for the return of the amount of the booth rental fee. Classical Education Simplified will return monies as quickly as deemed possible.

## **Materials**

Vendors are responsible for reviewing materials or items that may be deemed offensive to the primarily Christian attendees. The appropriateness of materials shall be deemed at the exclusive discretion of Classical Education Simplified.

## **Sales Tax and/or Vendor License**

Vendors are solely responsible for paying their own state sales tax as required by Louisiana. Vendors are also responsible for paying their own Vendor licenses.

## **Vendor Booth Placement**

Vendor understands/agrees that the location of the booth(s) are at the full prudence of Classical Education Simplified regardless of the date of registration is received. However, Classical Education Simplified will allow location requests. If the requested booth location is approved, you will be notified.

## **Internet**

Complimentary internet services will be provided. If you require use of the internet, please be sure to indicate this on your vendor application. In order for the venue to provide wireless internet, the following information is required: user first name, last name, email address, and cell phone number.

## Accommodations

Accommodations are available on campus July 27<sup>th</sup> -July 28<sup>th</sup>. Here are the options:

### English Village –

#### **2 Bedroom Apartment, 1 Bathroom \$70**

Each apartment includes 2 twin beds, 1 bathroom. Free Wi-Fi is included. This package includes a two-night rental of an apartment. (Thursday night and Friday night.)

### Cottingham Suites –

#### **2 Bedroom, 1 Bathroom – \$120**

Each suite includes 2 rooms with 2 twin beds in each room. These rooms are connected to each other by a shared bathroom. Free Wi-Fi is included. This package includes a two-night rental of a suite. (Thursday night and Friday night.)

*\*Please note these accommodations do not include linens, towels or toiletries and must be supplied by vendors.*

*\*Check-in 3:00 PM Thursday; \*Check-out: 3:00 PM Saturday*

*\*On campus accommodations are available on Saturday night upon special written request. \*Room Assignments/availability are given on a first-come basis.*

**Alternatively, we have arranged a group block at the Holiday Inn Downtown in Alexandria. It is located just 5 minutes away from the conference venue.**

Please call: 318-541-8333

Our block code is: **CEC**

To make reservations online click [here](#).

## Meal Plans

### **Adult Meal Plan - \$45.00**

The meal plan will provide 1 adult access to the cafeteria. The days and meals that are included are as follows:

Thursday - Dinner

Friday - Breakfast, Lunch and Dinner

Saturday - Breakfast and Lunch

*\*For ages 13 and older.*

### **Child Meal Plan - \$27.50**

The meal plan will provide 1 child access to the cafeteria. The days and meals included are as follows:

Thursday - Dinner

Friday - Breakfast, Lunch and Dinner

Saturday - Breakfast and Lunch

*\*For ages 12 and under. \*Children 4 and under eat free.*

# VENDOR SPACE APPLICATION

Fill out the following application form and return with payment. If paying via PayPal, then please use the PayPal address noted at the bottom of the document. If paying by check, please mail it to the physical address at the bottom of this document.

By signing this document, you agree that you have read the Vendor Rules and Regulations Agreement and agree to abide by the provisions.

Name of Company or Organization: \_\_\_\_\_

Number Total	Item	Cost Per Unit	Total
_____	10' x 10' Booth Space	\$225	_____
_____	Additional 6'x 3' tables	\$25	_____
_____	<b>Campus Housing</b>		
_____	Cottingham Suite	\$120	_____
_____	EV 2 Bedroom Apt.	\$70	_____
_____	Adult Meal Plan	\$45.00	_____
_____	Child Meal Plan	\$27.50	_____
		Total Amount Due:	_____

Method of Payment:

\_\_\_ We are sending a check to: Classical Education Simplified. 110 w. 4<sup>th</sup> St., DeRidder, LA 70634

\_\_\_ We are making a payment through PayPal to: [jessie@classicaleducationsimplified.org](mailto:jessie@classicaleducationsimplified.org)



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# VENDOR INFORMATION

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\*Please Print Clearly

**Vendor's Company or Organization Name:** \_\_\_\_\_

Website: \_\_\_\_\_

We will be listing your company's/organization's name on our website, program, and booth sign. How do you wish your name to be listed?

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Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_

Preferred Hours of Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Names of Vendor's booth attendants (to receive badges):

1.) \_\_\_\_\_

2.) \_\_\_\_\_

May we take pictures of you and your Vendor Representatives during our conference? By marking "yes" you agree to allow us to use your image or likeness on our website.

Yes \_\_\_\_\_ No \_\_\_\_\_