

2017 WSU Master Gardener Advanced Education Conference

MG Market Place (Conference Store)

September 21, 22, 23, 2017

Yakima Convention Center

10 N. 8th Street

Yakima, WA 98901

Rules and Regulations

Your Hosts: This year's conference is hosted by the Master Gardeners Foundation of Yakima County (MGFYC). A committee has been designated for organization of the conference store with Suzie Schauer as the committee chair (contact information below).

Application for Space: All table space applications must be completed and paid by August 1, 2017. Table assignments are on a first-come, first-served basis and determined by receipt date of application and payment.

Table Location: Table location will be assigned at the discretion of the committee. Size, type and fragility of items will be considered.

Exhibit Space: The exhibit space includes an 8' draped table and chair. Power is typically not available.

Cancellation Policy: Cancellations prior to August 1, 2017 will receive a 50% refund. Cancellation after August 1, 2017 will receive no refund.

Security: Security is ultimately the exhibitor's responsibility. The MG Marketplace will be staffed by MGFYC volunteer staff at all times that the store is open. Standard convention center security will apply with the exhibit hall locked during non-show hours. MGFYC will not be responsible for breakage or loss. MGFYC will not be responsible for re-stocking vendor displays.

Exhibit Installation: Set up: Wednesday, September 20, 12:00 pm-5:00pm. Tear down: Saturday, September 22, 1:00 pm-3:00 pm.

MG Market Place Hours: Thursday (September 21): 9:00 am-1:00 pm, during all conference breaks and 5:00 pm-8:00 pm; Friday (September 22): 8:00 am-9:00 am, during all conference breaks and 4:45-6:45 pm; Saturday (September 23): 8:00 am – 1:00 pm.

Fire & Safety Laws: All safety rules, regulations and statutes must be strictly observed. Wiring must comply with fire department regulations. All decorations must meet flameproof tests prescribed by local ordinances. Exhibits deemed by show management to be offensive or objectionable will be prohibited.

Smoking: Smoking will not be permitted in the exhibit hall.

Central Cashier: A central cashier staffed by MG volunteers will be provided. Cash, check and credit/debit cards will be accepted as payment. A separate identification code will be provided to each vendor. Please see the last page of this agreement for your code. The vendor will be responsible for having their retail items clearly marked with that code and the price. The tag used to mark code/priced must be removable from the item. At the time of purchase, the identification code and price will be removed from the item and recorded by the cashier to determine financial settlement at the end of the conference. Because credit/debit cards will be accepted, a 5% fee of all proceeds will be assessed to each vendor to cover the processing fees.

Proceeds of Sale: A check will be mailed to each vendor no later than 30 days after the conference for their portion of the MG Marketplace proceeds. A list of items sold (identified by price only) will also be provided.

Washington State Sales Tax: Since the MGFYC is a 501(c)3 organization, Washington State Sales Tax will NOT be collected on any sales. It is the sole responsibility of the vendor to appropriately account for and submit the sales tax to the Washington State Department of Revenue. Vendors may want to include sales tax in the sale price of their items. Oregon vendors are required by Washington State Department of Revenue to apply for a temporary tax number and submit the applicable taxes. This can be done on-line at www.dor.wa.gov.

Amendments: The MGFYC will have sole authority to interpret and enforce all guidelines contained herein, to make any amendments thereto, and to make such further guidelines as will be necessary for orderly conduct of the show.

Vendor Name _____

Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

UBI Number _____

Phone Number _____

Contact during Conference _____ Phone Number _____

Brief description of what will be sold: _____

Please sign the agreement, make copy for your records, enclose the table fee of \$25 (other MG county programs) or \$35 (non-MG commercial vendors) payable to MGFYC and mail to:

MGFYC 2017 Conference
c/o Nancy Probst
5506 Meadow Lane
Yakima, WA 98908

Questions regarding this contract or vending space can be directed to: Suzie Schauer, (360) 661-2557 or suzieschauer@gmail.com

Your Vendor Number will be

Please be sure that all items for sale are marked with this number and the price on a removable tag.