



2023 Altrusa District Three Conference REQUEST FOR VENDOR SPACE RESERVATION FORM

Name of Business: _____

Business Owner: _____

Mailing Address: _____

Telephone: _____ Email _____

Type of Item(s) to be sold: _____

Name(s) of On-Site Representatives (Maximum of 2 Representatives):

I hereby request to reserve exhibition space(s) as indicated below at the Altrusa District Three Conference, (April 28, 2023) at the *Southbank Jacksonville Riverwalk Hotel, 1515 Prudential Drive, Jacksonville, FL 32207.*

Exhibit Space (A 8' by 30" table and 2 chairs provided) \$45

Additional Exhibit Space (8'X30" table and 2 chairs) \$30

Total Reservation Fee: \$ _____

If my company is granted exhibit space, I agree to abide by the regulations established by the Hotel and the Conference as explained in the accompanying material. I am also aware that violation of these rules and regulations will result in cancellation of the exhibition rights of my company and the rights of my representative(s) to be in Conference Vendor Area at the *Southbank Jacksonville Riverwalk Hotel.*

Signature: _____

Position: _____ Date: _____

Payment must accompany reservation request. (Deposits will be returned within 3 weeks for exhibitors not granted space.)

Make check payable to: Altrusa District Three Conference 2023

Mail to: Scott Tice, District Treasurer, 7610 SW 63rd Place Rd, Ocala, FL 34474

scottaltrusa@gmail.com

(352) 266-5964



2023 Altrusa District Three Conference

VENDOR SPACE INFORMATION

Background

Altrusa International, Inc. is an international non-profit organization, making our local communities better through leadership, partnership and service as we strive to create better communities worldwide. The majority of the membership is female. District Three includes members from Florida, Georgia, North Carolina and South Carolina. The District Three Conference is an annual meeting of the membership and attendance ranges from 100-135 persons. The anticipated attendance for this year's Conference is 125.

Exhibit Space Details

One exhibit space consists of an area that fits one table (8' x 30") and two chairs (provided by the hotel). Normal hotel electrical service is available. Exhibitors must provide their own extension cords. The exhibits will be arranged in the hotel's Convention Lobby area, next to the elevators. The vendor area is located adjacent to registration, in an area highly visible to conference attendees and the hotel lobby. Conference attendees will be participating in breakout sessions and a service project and will frequent this area between activities. The names of exhibitors and the hours for open exhibits will be in a pre-Conference newsletter to all clubs in the four-state district and in pre-registration confirmation packets.

Exhibit Hours

Exhibits should be set up between Noon and 6 p.m. on April 28th. Exhibitors must be present in assigned area at the scheduled times and vacate the space at the closing hour indicated. Exhibitors agree to pay additional labor and/or rental charges incurred for failure to vacate.

Exhibitor Registration

Each potential exhibitor will receive a registration form as part of the application for exhibit space. This form, along with the appropriate fee must be received 60 days prior to the Conference. A receipt will be issued. Registered exhibitor(s) must check in at the Registration desk and wear the registration badge while in the exhibit area.

Rules and Regulations

Hotel and Conference reserves the right to exclude or eject any and all objectionable persons from the function or hotel premises, without liability, whose conduct is not in keeping with standard business practice, acceptable social behavior, or laws of the state. Exhibitor agrees to reimburse hotel for fair value of any damages or losses caused to hotel property or to third persons or to their property by exhibitor or exhibitor's guests. Any damages will be appraised and reimbursement made prior to departure. No items may be attached to hotel walls without prior approval from management. No food and/or beverages of any kind can be brought into the hotel space by the exhibitor from outside without the written permission of the hotel. The hotel reserves the right to charge for the service of any food or beverage brought into the exhibit area. Distribution by exhibitors of any printed matter, souvenirs, or other articles will be restricted to the space occupied by their exhibit. No part of the hotel other than the exhibitor's table or immediately adjacent space shall be used for display, order taking, or selling purposes of any nature. Raffling or door prizes, awarding gifts to visitors and other similar activities by individual exhibitors is confined to the exhibitor's assigned exhibit space.

Disclaimer

The hotel and Altrusa International District Three, Inc. are not liable to any exhibitor for the loss or damage of any property.