



2026 Altrusa District Three Conference REQUEST FOR VENDOR SPACE RESERVATION FORM

Name of Business: _____

Owner of Business: _____

Mailing Address: _____

Telephone: _____ Email _____

Type of Item(s) to be sold:

Name(s) of On-Site Representatives:

(Maximum 2 representatives) _____

I hereby request to reserve exhibition space(s) as indicated below at the Altrusa District Three Conference, (April 25, 2026) at the *1881 Event Hall at Hampton Inn & Suites, I-26 Westgate Mall, 805 Spartan Boulevard, Spartanburg, SC 29301*

Exhibit Space	Table (8 X 30) and 2 chairs	\$40	\$ _____
	Second table	\$10	\$ _____
	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 - *1881 Event Hall*.

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 2026

Mail to: Scott Tice, District Treasurer, 8590 SW 66th Terrace, Ocala, FL 34476

scottaltrusa@gmail.com (352) 266-5964



2026 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 85-100 persons. The anticipated attendance for this year's Conference is 95.

Exhibit Space Details

One exhibit space consists of a table and two chairs. The exhibits will be arranged in the Pre-Function C area outside the Organza B & C Ballrooms. The daily Program Meetings and Meals will be held in this same area ensuring that exhibitors have adequate exposure to the people attending the Conference. The exhibits may be visited throughout the Conference except when meetings of the Conference are being conducted in the Ballroom. 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.

Please notify us of any AV needs so that we may coordinate them. There is an additional \$25 power charge.

Exhibit Hours

Exhibits should be set up between **8:00 a.m. and 5 p.m. on April 25th**. 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 event hall walls without prior approval from management. No food and/or beverages of any kind can be brought into the event hall space by the exhibitor from outside without the written permission of the management. The event hall 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 event hall 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 event hall and Altrusa International District Three, Inc. are not liable to any exhibitor for the loss or damage of any property.