

## **Vendor and Promotional Policies**

Thank you for choosing to be a part of an American Massage Therapy Association – Wisconsin Chapter Membership Event. Our members enjoy the opportunity to view, sample and purchase products at our events. We appreciate your willingness to add to the experience.

### **Vendor:**

A vendor is a person or entity that wishes to establish a physical presence at an AMTA-WI Chapter sponsored event for the purposes of promoting a service or continuing education opportunity or for the sale of products. Vendors will be required to pay a set fee and provide an item for our daily drawings. Vendors may also wish to take advantage of the Promotional Sponsor benefits by providing materials for attendee “goodie bags”.

### **Vendor Cost:**

The fee for vendors shall be a minimum of \$25 per table used for each event, which may increase dependent upon the prices charged by the venue. Vendors will be charged an electrical fee (if applicable). In the event a vendor chooses to not utilize a table they will be charged a fee for a table and may use their space to hang a banner or set up items as they choose within the allotted space adhering to the parameters set by the venue.

### **Promotional Sponsor:**

A Promotional Sponsor is a person or entity that wishes to disseminate information about products or services to attendees at an AMTA-WI Chapter Event. Promotional Sponsors shall not have signage or a representative at the event. Promotional Sponsor will receive acknowledgement on our Chapter website as well as at the Chapter event for which they are a sponsor.

### **Promotional Sponsor Cost:**

Promotional Sponsors are expected to provide an item for the drawings held throughout the weekend or samples/coupons to be put in the bags distributed to the attendees. In exchange for said donations promotional literature will be distributed to all attendees. Cost of shipping of promotional products is the responsibility of the sponsor.

### **Payment:**

The AMTA-WI Chapter must receive payment for vendor space or promotional sponsor items two weeks prior to the event.

Checks should be made to: AMTA-WI Chapter attached to the signed contract and mailed to the coordinator printed on the request form.

### **Disclaimer:**

Vendors are expected to be supportive of the AMTA-WI Chapter during their stay. In the unlikely event that a conflict should arise the AMTA-WI Chapter reserves the right to terminate this agreement before or during the event. A refund or damages will not be issued should this occur.