



**Florida Office of The Attorney General
National Conference on Preventing Crime
August 25 - 27, 2021
Orlando, Florida**



JOB/RESOURCE/VENDOR FAIR GUIDELINES

An application for vendor space must be signed by a duly authorized representative of the Office of the Attorney General (OAG). A reservation form signed by the vendor and the OAG constitutes an agreement that includes the following items.

The OAG reserves the right to determine eligibility of any organization or products for display or sale during the conference. Live ammunition is strictly prohibited.

A. SPACE ASSIGNMENTS/LAYOUT

Requests for space will be dated as received and must be approved by the OAG or its representative. Each vendor will be allocated one rental unit (6' x 6' area). All products must remain in the allocated space. The OAG shall have no responsibility for information provided or products displayed or exhibited by any vendor during the conference. Personal tables are NOT permitted. Space is limited to one six-foot table, unless other arrangements have been made with the OAG. If more space is needed, up to an additional 4 spaces/tables can be rented.

B. COSTS

The vendor application request will not be approved until full payment is received. The fee for each space is \$320.00. Payment entitles an organization to one vendor table, two chairs and a conference program.

Conference Registration, which includes meals for \$275.00, or meals for \$35.00 per day may be purchased separately. The application deadline is August 8, 2021.

C. PAYMENT

Payment of \$320.00 must be received on or before August 8, 2021, to be considered. No vendor applications will be approved after August 8, 2021 and there will be no on-site approvals, unless space is available.

D. CANCELLATION POLICY

Refunds will NOT be made for cancellation requests received after August 11, 2021. Cancellation forms may be found on our website: <http://www.PreventCrimeConference.com>

E. LOCATION

The vendor displays will be located in the Grand Ballroom D-E, the Rosen Centre Hotel. This is subject to change based on space availability. Vendors may begin set-up on Wednesday, August 25, 2021, at 12:00 noon for the 2:00 p.m. opening and will dismantle all displays on Friday, August 27, 2021, by 5:30 p.m.

F. SUBLETTING OF SPACE

Vendors shall not assign, share, or sublet any part of their assigned space. They shall exhibit only merchandise or advertising materials that are part of their organization's regular products and has been pre-approved by the OAG. Only one vendor allowed per rental unit.

G. SALES

The OAG provides vendor space for display and demonstration of products based on their potential value to conference attendees. Vendors are required to adhere to applicable local, state, and federal laws, rules and regulations.

H. INSURANCE AND LIABILITY

No OAG or Rosen Centre Hotel, their officers, representative or employees shall be held liable or responsible for any injury, loss or damage that may occur to the vendor's employees or property prior, during or subsequent to the conference exhibit hours.

I. SECURITY

Reasonable security will be provided for the protection and non-liability of the OAG and Rosen Centre Hotel, their officers, representatives and employees, and official service contractors. Participants should take individual precautionary measures to secure easily portable articles of value and remove them to a place of safekeeping after exhibit hours.

J. SPECIAL VISUAL AND SOUND EFFECTS

Audio-visual equipment and other sound and attention-getting devices must be arranged and demonstrated so that they will not annoy or disturb other exhibitors and conference sessions. All projections must comply with applicable state and local laws.

K. CARE OF BUILDING AND EQUIPMENT

No tacks, nails, or screws may be driven into the walls, floors, columns, or other parts of the building or furniture at the Rosen Centre Hotel. Electrical outlets or other electrical accommodations should be arranged through and completed by the Rosen Centre Hotel exclusive electrical contractor, and any costs are not part of the vendor registration fee. The OAG reserves the right to interpret, amend and enforce these guidelines. Written notice of any amendments or interpretations shall be given to each vendor. Each vendor agrees to abide by these guidelines and subsequent amendments and interpretations. Any vendor violating these guidelines will be subject to removal from the premises.

L. MANDATORY PRE-CONFERENCE CHECK-IN

All vendors and their representatives are required to check-in at the registration area for space assignment and other instructions prior to set up on Wednesday, August 25, 2021, at the Rosen Centre Hotel.

Thank you for your participation, support and cooperation.