



2022 St. Louis Marian Conference Vendor Instructions & Guidelines

Dear Friends in Christ,

Welcome to the 23rd Annual St. Louis Marian Conference! Thank you for participating as a vendor/exhibitor at this year's conference. We hope and pray that you will be blessed both spiritually and temporally throughout the weekend.

Like other events, we had to conform to COVID-19 guidelines, and efforts. We must limit the number of vendors this year. Because of these limitations, we will only be accepting vendor registrations on a **first-come first-served basis**. **Your payment must be submitted with your vendor registration – NO exceptions**. Once full vendor capacity is reached, we will begin a wait list.

To keep the conference running smoothly, we kindly ask that you agree to and observe the following instructions and guidelines. Thank you, in advance, for your understanding and cooperation and may God reward you.

1. Please do not promote or sell any items or products that are not in full accord and fidelity with our Faith and teachings of the Magisterium of the Catholic Church.
2. Due to hotel policy, fire codes, and space limitations, **Please DO NOT move any vendor tables or furniture**, in any way without the permission of the Vendor Coordinator, Roland Rosales. NO exceptions.
3. Please **do not bring or use any tables** except those provided by and set up by the hotel.
4. You have been provided with the number of tables you requested and paid for. Please do not contact hotel staff for more tables or use tables reserved by other vendors.
5. To maintain a safe traffic flow and avoid congestion, please keep the hallways clear of displays, racks, etc. We ask that you keep these items behind or in-line with your tables.
6. All vendors and their staff/volunteers working in the vendor areas must be registered and wear a name tag and wristband during the conference.
7. Per hotel policy and city health codes, the un-authorized selling of food or drinks on hotel property (including parking lots) is not permitted.
8. Any violation of the above guidelines will result in immediate removal from the Marian Conference. The Saint Louis Marian Conference reserves the right to restrict or evict any vendor.
9. In consideration for being permitted to sell, display, or distribute materials at the Saint Louis Marian Conference the undersigned VENDOR agrees to assume full responsibility for, and to indemnify and hold harmless the Renaissance Hotel, the Saint Louis Marian Conference, conference organizer, manager, staff, volunteers, and all Hotel employees from any and all liability, injury, damage or legal.

Name _____ Signature _____ Date _____

(Please include a signed and dated copy of these Vendor Guidelines with your Vendor Registration Form. Thank you.)