



2023 St. Louis Marian Conference Vendor Instructions & Guidelines

Dear Friends in Christ,

Thank you for participating as a vendor/exhibitor at this year's 24th Annual St. Louis Marian Conference. We hope and pray that you will be blessed both spiritually and temporally throughout the weekend.

To help keep the conference running smoothly, we kindly ask that you **CAREFULLY REVIEW and AGREE TO OBSERVE** the following instructions and guidelines. Your understanding and cooperation is appreciated. May God reward you!

1. **VENDOR SET UP TIMES:** Thursday, 05/18 5:00-9:00 pm and Friday, 05/19 beginning 7:30 am.
Because the Premium Area/Main Foyer is open, items of value should not be left in plain sight on Thursday night.
2. Do not promote or sell any items or products that do not adhere to the teachings of the Magisterium of the Catholic Church. Do not promote any other group or organization other than your own without the permission of the Vendor Coordinator, Roland Rosales or the Conference Manager, Ramona Rosales.
3. As courtesy to our speakers and musicians, the sale of any material produced by them is not permitted (including Books, DVDs, CDs).
4. Due to hotel policy, fire codes, and space limitations, **DO NOT move any vendor tables or hotel furniture**, in any way without the permission of the Vendor Coordinator.
5. Please **do not bring or use any tables** except those provided by and set up by the hotel.
6. You have been provided with the number of tables you requested and paid for. Do not contact the hotel staff for more tables or use tables reserved by other vendors. **Sub-leasing of tables is not allowed.**
7. To maintain 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.
8. All vendors and their staff/volunteers working in the vendor areas must be registered and wear a name tag during the conference.
9. Per hotel policy, the sale of food, snacks or drinks on hotel property (including parking lots) is strictly prohibited. If you engage in such sales, the Marian Conference will receive a penalty of no less than \$2,000, which will be passed on to you.
10. Any violation of the above guidelines will result in immediate removal from the Marian Conference, if not immediately corrected. The Saint Louis Marian Conference reserves the right to restrict or evict any vendor that does not reflect the purpose of the conference. **NO REFUNDS WILL BE ISSUED IF YOU ARE ASKED TO LEAVE.**
11. In consideration for being permitted to sell, display, or distribute materials at the Saint Louis Marian Conference (May 19-21, 2023) the undersigned agrees to assume full responsibility for, and to indemnify and hold harmless the Renaissance Hotel, the Saint Louis Marian Conference, representatives, conference organizer, manager, staff, volunteers, and all Hotel employees from any and all liability, injury, damage or legal or equitable, to the person or property of the exhibitor. The person signing below is fully authorized to execute this instrument on the exhibitor's behalf.

Name _____ Title _____

Company _____ Signature _____ Date _____

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