

## 2010 Wings to the Spirit Conference Marketplace Vendors Contract

One aim of the Wings to the Spirit Conference is to give Baha'i artists a venue to showcase and sell their works of art. We try to provide a creative, inspiring and secure environment so that artists feel loved and appreciated. Part of creating that environment is giving you tools to help you succeed by providing a place to sell your art, the experience of running a table in a marketplace setting, and the opportunity to network with other artists who share your creative drive. To do this, some structure is necessary to protect your interests, as well as our own.

Please read the following rules for the Wings to the Spirit 2010 Conference Marketplace. Sign your name at the end and return the signature page with your table registration form and payment. **Registration for a Marketplace table will not be accepted without a registration form, deposit check and a signed contract.**

1. Marketplace tables are reserved on a first-come first-served basis upon receipt of deposit check and signed contract.
2. The Marketplace will only be open during designated times that will be listed in the conference registration packet. No one will be allowed in the Marketplace outside of the designated times to help ensure the security of the goods of all the vendors.
3. You or a representative of your designation will man your table at all times. If you or your representative are not present when the Marketplace is open, no other vendor or Wings Conference Committee person may accept payment, reserve goods, or make a sale on your behalf. Negotiation of all sales are the sole responsibility of each Marketplace vendor.
4. You will be provided with a cloth to cover your table when the Marketplace is closed or you are not available for sales. Any time your table is unmanned it should be covered to protect your goods and so that patrons, other vendors and the Wings Conference Committee persons know that you are unavailable at that time.
5. You, or your designated representative in the Marketplace, are solely responsible for your cash box and change. Wings Conference Committee persons will not make change for any vendor. It is your responsibility to handle all transactions whether cash, check or charge.
6. The state of Florida has a 7.5% sales tax. You are entirely responsible for calculating and reporting your sales as appropriate. Sales tax information and forms for the state of Florida may be obtained from the Florida Department of Revenue at [www.myflorida.com](http://www.myflorida.com).
7. Set-up and break down of Marketplace tables will happen only during designated Marketplace hours. If you arrive late to the conference or have to leave early you will need to take care of setup and breakdown during these times. Vendors will not be allowed to setup or break down during scheduled conference sessions.
8. If the door to the Marketplace is locked, please do not ask the Hilton staff to unlock it for you, they will not oblige you. This is necessary to maintain security for all Marketplace vendors.
9. Vendors are entirely responsible for any signage, stands etc. necessary to display your artwork.

**2010 Wings to the Spirit Conference  
Marketplace Vendors Contract**

I have read, understood, retained a copy, and agree to the all rules for participating in the 2010 Wings to the Spirit Conference Marketplace.

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Signature Date

**Marketplace Table Registration**

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Name of vendor

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Address

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Phone Number

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E-mail Address

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Name of individual authorized to make sales on your behalf (if none, please write none)

**Size/Number of Table(s)**

**Full - 6'(\$50 each)** \_\_\_\_\_ **Half - 3'(\$25 each)** \_\_\_\_\_

We are curious to know what type of art you will be selling. To help us in determining the setup of the Marketplace, please give us a brief description of your artwork.

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