

# Tyler County Hospital Women's Health Conference 2017

*For God has not given us a spirit of fear and timidity, but of power, and of love and a sound mind. 2 Timothy 1:7*

## Vendor Guidelines

- **Who May Exhibit** – The Vendor area is designed to be a “shopping experience” for the guests of the conference. Vendors who participate must have items ready to purchase. Due to size of how we offer product exclusivity.
- **Booth Details** – The 10'X10' booth area includes one 6' table, 1 chair, and 1 lunch. Vendors are encouraged to decorate your booth with displays, etc. as long as you stay within the dimensions of the area provided. **NO WIFI IS AVAILABLE AT THE VENUE.**
- **Payment** – full payment of the booth cost (\$60 per booth space) must accompany each application. Payments are non-refundable. No exception, you will not be listed as a vendor until application & payment are both received. **Please** let us know if you are going to have an extra person. They will need to purchase a ticket. This information is needed to know how many meals we will need to prepare.
- **Show Hours** – Friday, September 29th- 8:30 a.m. – 3:00 p.m. For security of your items, booth must be attended at all times. We ask that you be in your booth and ready at 8:00 a.m.
- **Booth Set Up/Break Down** – The vendor area set up time is Thursday 2:00 p.m. – 5:30 p.m. **Please note that all booths must be set up the day before the conference.** All vendors are required to remain open until all conference attendees have left.
- **Check – In** – Vendors are to check in at the registration table in front lobby of the Wesley before setting up your booth to receive your name badges and other expo information. Name Badges must be worn at all times during the conference. Refreshments and lunch will be provided.
- **Passes/Lunch** – Each paid reservation includes (1) vendor pass and (1) lunch. Due to the number of participants expected at this event. Vendors must have a badge on to receive your lunch.
- **Door Prizes** – Each vendor is asked to provide a door prize that will be given out during the breakout sessions occurring during the day. Door prizes should be valued at a minimum of \$25.00. Please bring your door prize during the Thursday set-up time.

### **Vendor Chair:**

**Virginia Phillips  
409-283-6422**

[rphillips@tchospital.us](mailto:rphillips@tchospital.us)

**Deadline for Vendor Applications is September 1, 2017**

**Return Application to:  
Tyler County Hospital  
Attn: Virginia Phillips  
1100 W Bluff  
Woodville, TX 75979**

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## Vendor Agreement

Name of Business:

Description of Items Sold:	
Business Address:	
Contact Person:	
Website:	
Contact Phone #:	
Email Address:	

\$60.00 for 1 Booth Rental

Total Due

I agree to abide for the Vendor Guidelines described by the Tyler County Hospital Women's Health Conference 2017 all of the terms of which are made part thereof by this reference incorporated herein, receipt of which is hereby acknowledged. I understand that booth space may not be sublet.

I agree to pay the Tyler County Hospital Foundation full payment for the use of the said booth(s) space(s) at time of this agreement. I understand this is a non-refundable payment.

Tyler County Hospital Women's Health Conference agrees to furnish the following per booth paid rental.

- 1 – 10X10 booth
- 1 – 6 ft. table w/1 Chair
- 1 – Vendor pass/lunch

Authorized Signature

Print or Type Name

Date

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