SNAG 2020 VENDOR BOOTH PACKAGES
PHILADELPHIA, PA * MAY 19-23, 2020

<table>
<thead>
<tr>
<th>Vendor Booths</th>
<th>Early Registration by December 4, 2019</th>
<th>Late Registration by March 11, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Package: (Requires stay at conference hotel. One room for a minimum of three nights per booth.)</td>
<td>$1,275.00</td>
<td>$1,425.00</td>
</tr>
<tr>
<td>One 10 x 10 space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Includes:</td>
<td></td>
<td></td>
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<tr>
<td>- One 8’ table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Two folding chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- One wastebasket</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth Package without hotel stay:</td>
<td>$1,525.00</td>
<td>$1,675.00</td>
</tr>
<tr>
<td>Internet Access</td>
<td>$125</td>
<td>$125</td>
</tr>
<tr>
<td>20 Amp electric</td>
<td>$150</td>
<td>$150</td>
</tr>
</tbody>
</table>

Benefits for all Vendors:
- Complimentary individual SNAG membership for the following year or that value discounted from a corporate membership.
- Complimentary insert (brochure and/or giveaway) in attendee tote bags.
- Listing in the Conference Program Book on the vendor page.
- Listing on Vendor Page on the SNAG Website.
- One 8’ table, two chairs, and a wastebasket.
- Clearly marked booth space and a sign with name and booth number.
- Three exhibitor badges for you and two assistants. You may have only two people per booth or table you are reserving, beside yourself. You must provide us with the names of your booth staff at the time you reserve your booth, on the reservation form. Additional badges may be purchased for $100.
- 24-hour professional security in the exhibition area from setup through breakdown.
- Digital copy of attendance list for one time use post-conference.
- Color signage in the vendor room acknowledging sponsorship purchase.

SNAG 2020 Tentative Vendor Room Hours:

Set-Up:
Tuesday, May 19  4:00 p.m. to 9:00 p.m.
Wednesday, May 20  9:00 a.m. to 2:00 p.m.

Open Hours:
Wednesday, May 20  3:00 p.m. to 6:00 p.m.
8:00 p.m. to 9:30 p.m. Pin Swap and Shop Opening Event
Thursday, May 21  10:00 a.m. to 6:00 p.m.
Friday, May 22  10:00 a.m. to 6:00 p.m.
Saturday, May 23  10:00 a.m. to 1:00 p.m.

Tear Down:
Saturday, May 25  1:00 p.m. to 6:00 p.m.
GENRAL TERMS

1. ELIGIBILITY AND CONTENT

Any company or non-profit entity that manufactures or sells products or provides services of any kind to people working in the jewelry and metals field is eligible to exhibit with one exception: there will not be any selling of magazine subscriptions, including those for *Metalsmith*. Complimentary magazine distribution is open to any publisher, in a separate location. All exhibitors must fully disclose to the Vendor Room Manager the products and services they are exhibiting at the SNAG conference.

If 500 or fewer attendees are expected: a total of no more than 20 vendors (this is not booths but actual companies) comprised of
- 5 gemstone vendors
- 2 pearl vendors
- 7 tool vendors
- 2 book vendors

If more than 500 attendees are expected: a total of no more than 30 vendors (again this is not booths but actual companies) comprised of
- 8 gemstone vendors
- 4 pearl vendors
- 10 tool vendors
- 4 book vendors

2. VENDOR OBLIGATIONS

a. The exhibitor agrees to set up the booth during the days and hours established for setup, be open during the conference according to the hours the Vendor Room is open, and to dismantle the booth during the day and time established for break down. Sabbath observers will be accommodated. Any vendor who closes their booth prematurely may not return the next year, within SNAG’s discretion.

b. The exhibitor understands that booth sharing is permitted only if there is a reasonable and obvious correlation between the products or services sold by the two vendors, and the booth fees would be split accordingly. Vendors planning to share a booth must fill out separate reservation forms, stating their desire to share with the indicated vendor, and clearly stating the correlation of their businesses.

c. Marketing materials and signs of companies or organizations other than those that have reserved an exhibitor space are prohibited.

d. The exhibitor agrees that all person(s) working in the booth are serving as their employees and will not represent or promote any company, other than the licensed company, during the 2020 SNAG Conference.

e. The exhibitor agrees that no merchandise owned or on memoranda to any staff person, listed on my staff badge list, will be shown or offered for sale from the booth unless the staff person was an approved co-exhibiting member.
f. Items available for sale may consist solely of tools, supplies, unset stones, and books. We will no longer include finished goods for sale in the vendor room. Completed work may be sold through the Trunk Show or Adorned Spaces.

3. RESERVATION AND PAYMENT
   a. This signed agreement for exhibit space is the only means by which space can be reserved. Booth space will not be assigned without a deposit of at least 50% of the total rental fee in U.S. funds.
   b. The 50% deposit, made by check or credit card, must accompany your agreement. The agreement and deposit must be received by December 4, 2019 to receive the Early Bird rates. The remaining balance must be paid in full by March 11, 2020. If SNAG does not receive full payment by March 11, 2020 the space reservation may be cancelled and reassigned by SNAG (see cancellation and refund policy, below). Booth setup will not be allowed if full payment has not been received.
   c. Booth assignments will begin after the December 4th early registration deadline for all vendors who have completed the required paperwork and paid a deposit. Priority assignments will be based on the following: Numbers of consecutive years present in SNAG’s vendor rooms, Sponsorship support and level, General support of SNAG through individual or corporate donations, Membership in SNAG, In-kind donations and amount.

4. EXHIBITOR SERVICES
   SNAG will provide the vendors with the names of our service provider in Chicago. Service packets will be e-mailed in March 2020. Off site storage space for shipping containers and boxes during the conference will also be arranged through this company.

   The exhibitor service company will make available, for a separate fee, additional skirted tables and display cases, as requested by each vendor. Vendors will receive a layout map of the Vendor Room indicating the booth assignments; this will be provided before the orders are due. Remember that these providers charge a premium for onsite orders.

   SNAG will provide all vendors with estimated attendance figures one month before the conference, for shipping inventory.

5. VENDORS WITH SENIORITY
   Vendors with seniority may sit out one year and not lose their preferential seniority privileges. This includes all vendors who have participated in at least three of the last five SNAG conferences.

CANCELLATION AND REFUND POLICY

Notice of cancellation must be given to SNAG in writing. Refunds will be as listed:

- Through December 4, 2019: Full refund will be issued, minus a $50 processing fee.
- From January 1 to March 11, 2020, 50% of the total booth space will be forfeited to SNAG.
- After March 11, 2020: No refunds will be made.

PROMOTION

1. SNAG encourages all vendors to invite your customers to the Vendor Room. Complimentary passes are available at the registration desk.

2. SNAG agrees to promote the Vendor Room to all SNAG members and to all those in attendance at the conference.
3. All exhibitors who are paid in full by March 11, 2020 will be listed in the conference program including name and contact information, with information provided by the vendor to SNAG. SNAG is not responsible for correcting any errors or omissions that exist in information provided by the vendor.

EXHIBITOR REQUIREMENTS

1. Exhibitors are required to observe all union contracts in effect among show management, official contractors, facilities, and various labor organizations that may be represented.

2. Exhibitors must contain their booth, their merchandise and their storage containers within their allotted space. It is the exhibitor’s responsibility to ensure safe exhibit booth construction, and in no way obstruct or endanger the neighboring booths or the general public.

3. Display must be located so as not to obstruct the view of neighboring exhibits.

4. Any activity that may be hazardous or cause special cleaning is prohibited.

5. Exhibitors must comply strictly with all Federal, State and Local Fire and/or health, fire and public safety codes, together with the rules and regulations of the hotel facility. Exhibitors are required to obtain permission from the hotel and an open flame or fire permit at their own cost if needed. Please contact the vendor room manager for more information.

6. All exhibitors selling new or used goods will need to obtain the required business and tax licenses with both the City of Philadelphia and the State of Pennsylvania. All laws and ordinances pertaining to all taxes are the sole responsibility of the exhibitor. The City of Philadelphia may require SNAG to submit a list of vendors and may be on site to require each vendor to show proof of the business license that they obtained from the City.

7. Use of the SNAG logo-acronym on any merchandise is prohibited without the express consent of SNAG and payment of a user’s fee.

RULES VIOLATIONS

All exhibitors are the guests of SNAG. In accordance with our Ethics Policy (see attached), all Vendors and their representatives will conduct themselves in a professional and courteous manner at all times. Any conflict or grievance will be reported to the Vendor Room Manager as outlined below. SNAG retains the right to deny space or to evict any exhibitor who fails to comply with or violates any of the policies stated herein, for misconduct, for acting in a disruptive manner (such as verbal, physical or emotional abuse of a customer, conference attendee, employee, or representative of SNAG or the hotel), or for any other reason deemed sufficient by the SNAG Executive Director, President and Vendor Room Manager.

GRIEVANCE PROCEDURE

1. General concerns or problems, such as with lighting, layout, electricity, supplies, and storage, should be reported immediately to the Vendor Room Manager.

2. Minor conflicts or grievances must be reported in writing to the Vendor Room Manager.

3. More serious complaints must be submitted in writing to SNAG’s Executive Director. SNAG is not required to take action on grievances of this nature during the conference and may decide, within SNAG’s sole discretion, to address it post-conference, for the future.

4. The Vendor Room Manager and the Executive Director together have the final authority to decide how to handle all grievances.
LIABILITY AND INSURANCE

1. Security will be provided and the room locked when the Vendor Room is not open for business, with professional security guards present 24 hours a day. Each exhibitor is required to carry their own liability insurance. SNAG agrees to carry adequate personal property, liability and other insurance protecting themselves against any claims arising from the activities conducted in the hotel during the conference, and reasonable care will be taken to protect all exhibits and materials. The hotel shall not be responsible for the security for exhibits, presentation materials or other personal property of SNAG or its exhibitors.

2. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor’s activities on the Hotel premises and will indemnify, defend, and hold harmless SNAG, MALC, the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

3. Each party indemnifies and holds the other harmless from any loss liability and costs or damages arising from actual or threatened claims or causes of action resulting from the gross negligence or intentional misconduct of such party or its officers, directors, employees, agents, contractors, members or participants (as applicable), provided such individuals are acting within the scope of their employment.

MISCELLANEOUS

1. DIFFERENT TERMS AND CONDITIONS This is the entire agreement between SNAG and the vendor. Additional material terms or conditions proposed by the vendor shall not be binding on SNAG unless specifically agreed to in writing and signed by both parties.

2. INTERPRETATION Any and all matter or questions arising as to the interpretation of the terms and conditions shall not be binding on SNAG unless specifically agreed to in writing by both parties. This agreement will be interpreted in accordance with the laws of the state of Oregon.

3. SEVERABILITY Should any provision of this contract be held invalid such provisions shall be considered severable and such invalidity shall not affect the remainder of the provisions.

YOUR SIGNATURE AND PAYMENT INDICATE YOUR AGREEMENT TO ALL THE TERMS, CONDITIONS AND POLICIES STATED HEREIN INCLUDING BUT NOT LIMITED TO RENTAL FEES AND OBLIGATIONS.

Business Name (Please print):

Individual Name (Please print):

Signature: _______________________________ Date: _____

All correspondence or questions about the show should go directly to Kate Lichter, Vendor Room Manager

For early registration return via fax, email or snail mail, the Vendor Application form, signed contract and signed SNAG Ethics Policy so it is received by December 4, 2019, to:

Kate Lichter, Vendor Room Manager
Meetings A La Carte, Inc.
317 Osage Lane
Naperville, IL 60540
Ph: (630) 420-7607
Fx: (630) 420-7672
kate@meetingsalacarte.com
Vendor Check List

Return ALL forms to: Kate Lichter, Vendor Room Manager
Meetings A La Carte, Inc.
317 Osage Lane
Naperville, IL 60540
Ph: (630) 420-7607
Fx: (630) 420-7672
kate@meetingsalacarte.com

To Reserve your booth:

Step 1:

- Sign the Vendor Booth Rental Agreement
- Sign the SNAG Ethics Policy
- Complete the Booth Reservation Form
- Complete the Hotel Reservation Form (to receive the discounted booth fee)
- Send in your Demonstration Proposal Form if you would like to present in the Vendor Room.

Step 2:

- Mail/email/fax all of the above with deposit.

After you have reserved your booth:

- Order extra tables and display cases in advance for best pricing.
- Send your final payment with form so it is received NO LATER THAN March 11, 2020.
- Watch for your notification for date and location to send your tote bag inserts.

Finally:

- For increased exposure sign up for a Sponsorship Opportunity.

See you in Philly!
SNAG VENDOR ROOM
BOOTH RESERVATION FORM
PHILADELPHIA, PA * MAY 19-23, 2020

PRINT LEGIBLY – Information to be printed in the onsite program book.

Business Name: 

Address: 

Products and services offered in booth: 

Contact person: 

Phone: 

Fax: 

Email (required): 

Website: 

Booth Fee with hotel stay: 

$1,275 – Early (By December 4, 2019) 

$1,425 – Late (By March 11, 2020) 

Booth Fee without hotel stay: 

$1,525 – Early (By December 4, 2019) 

$1,675 – Late (By March 11, 2020) 

Extra: 

$125 – Internet 

$150 – Electric 

Amount to be charged*: $ 

*Must make at least 50% deposit with return of this form to hold a space. 

Full payment must be received by March 11, 2020, in order to set up your booth.

Check/Card number: 

Exp date: 

Cardholder Signature: 

3-Digit Code: 

Name on Credit Card: 

Names of booth staff: 

Yes, I am interested in participating in the Vendor Room Incentive Program. 

I am happy to donate an item for the drawing. 

I am happy to participate but cannot donate an item. 

Please return the agreement and forms with payment to:

Kate Lichter, Vendor Room Manager
Meetings A La Carte, Inc.
317 Osage Lane
Naperville, IL 60540
Ph: (630) 420-7607
Fx: (630) 420-7672
kate@meetingsalacarte.com
SNAG Ethics Policy

SNAG’s mission can only be realized through a common code of ethics upheld by our officers, board of directors, staff and members:

1. Recognize that the chief function of SNAG at all times is to serve the best interests of our constituency.
2. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, courtesy, fairness, impartiality, efficiency, and effectiveness.
3. Respect the structure and responsibilities of the board, provide them with facts and advice as a basis for their policy making decisions, and uphold and implement policies adopted by the board.
4. Keep the membership, staff, board, and officers informed about issues affecting it.
5. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
6. Exercise the discretionary authority we have under SNAG’s bylaws and the law to carry out the mission of the organization.
7. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization’s mission.
8. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our actions in order to inspire confidence and trust in our activities.
9. Avoid any interest or activity that is in conflict, appears to be in conflict, or might be misunderstood to be in conflict with the conduct of our official duties.
10. Respect and protect privileged information to which we have access in the course of our official duties.
11. Strive for personal and professional excellence and encourage the professional developments of others.
12. Expect to be treated and to treat others with respect, and respect the opinions of and the differences among individuals.
13. Members, staff, officers, and directors have a responsibility to abide by and uphold these ethical standards and to report any suspected or actual breach pursuant to the Whistleblower Policy.

Signature: ____________________________ Date: ________________

Name (please print): __________________________________________________________

Please return the agreement and forms with payment to:

Kate Lichter, Vendor Room Manager
Meetings A La Carte, Inc.
317 Osage Lane
Naperville, IL 60540
Ph: (630) 420-7607
Fx: (630) 420-7672
kate@meetingsalacarte.com
SNAG VENDOR ROOM
HOTEL RESERVATION FORM
PHILADELPHIA, PA * MAY 19-23, 2020

***This form must be received by March 11, 2020***

A block of rooms has been reserved for the SNAG Conference at a discounted rate of $169.00 single/double and $219.00 single/double for executive level, per room, per night at the Sheraton Philadelphia Downtown Hotel. To reserve a room, fill out this form and return to Meetings A La Carte with your Booth Reservation Form by March 11, 2020 to the address indicated below.

(Please Print)
Name: ___________________________ ___________________________

Last Name/ First Name

Company: ___________________________

Address: ___________________________

Phone #: ___________ Fax #: ___________ E-mail: ___________________________

Please reserve:

☑ Single Room ☐ Double Room

☑ Run of House ($169.00) ☐ Executive Level ($219.00)

Check-in date: ___________ Check-out date: ___________ Number of nights: ___________

(Rooms may be reserved 3 days prior and/or 3 days following the conference, based on hotel availability.)

Roommate: ___________________________

Special Accommodations: ___________________________

Your reservation must be guaranteed. To guarantee your reservation please provide a credit card.

Guarantee: ☐ Visa ☐ Master Card ☐ American Express

Card number: ___________________________ Exp date: ___________

Cardholder Signature: ___________________________ Security Code: ___________

Name on Credit Card: ___________________________

Cancellations must be made 72 hours prior to your scheduled arrival to avoid forfeiture of one night deposit.

Return this form so it is received by March 11, 2020 to:

Kate Lichter, Vendor Room Manager
Meetings A La Carte, Inc.
317 Osage Lane
Naperville, IL 60540
Ph: (630) 420-7607
Fx: (630) 420-7672
kate@meetingsalacarte.com
SNAG VENDOR ROOM
FINAL BOOTH PAYMENT
PHILADELPHIA, PA * MAY 19-23, 2020

***This form must be received by March 11, 2020***

PRINT LEGIBLY

Business Name: ________________________________________________________________

Address: ___________________________________________________________________

_____________________________________________________________________________

Contact person: _______________________________________________________________

Phone: ___________________________ Fax: _________________________________

Email (required): __________________________

Balance due: $ __________________________

*Full payment must be received by March 11, 2020, in order to set up your booth.

Payment:  □ Visa       □ Master Card       □ Check

Check/Card number: _______________________________ Exp date: _________________

Cardholder Signature: _______________________________ 3-Digit Code: ____________

Name on Credit Card: _______________________________________________________

Return this form with payment so it is received by March 11, 2020 to:

Kate Lichter, Vendor Room Manager
Meetings A La Carte, Inc.
317 Osage Lane
Naperville, IL 60540
Ph: (630) 420-7607
Fx: (630) 420-7672
kate@meetingsalacarte.com
SNAG would like to extend three (3) full basic conference waivers as part of your Vendor space as a vendor at this year’s SNAG conference taking place in Philadelphia, PA from May 20-23, 2020.

Every Full Basic Waiver gives you full access to all presentations, the Pin Swap (& Shop), the After Party, the Vendor Room, demonstrations, the Trunk Show, the SNAG Student Juried Exhibition, the Education Dialogue, the Education Resource Room, the Portfolio Review, and the Final Night Dance Party.

In the Registration form (below), you will find additional opportunities that you can add on at your own expense. Please check the items you are interested in adding to your registration:

• #______x $25 Exhibition in Motion Ticket - A live fashion show and fundraising event featuring models wearing cutting edge jewelry ($25 in advance; $40 at the door).
• #______x $50 VIP Trunk Show Tickets - Only available during the online registration period - This price includes a private, early entry to the Trunk Show, as well as champagne, and a VIP- only check out lane.
• ______$406 Join or Renew your SNAG Corporate Membership - As a vendor for SNAG, we would like to extend a special discount for a one year print and digital corporate membership to SNAG for only $406 instead of the original price of $500. This includes a $94 discount, which is equivalent to an individual professional level membership.
• $_______Donate to the SNAG Conference Student Scholarships Fund and the New Professionals Conference Work Exchange Program.
• ______Donate an item to the Silent Auction or Tool in the Hat - To make a donation of items for SNAG’s annual fundraisers, The Silent Auction or the Tool in the Hat, please check here.

If you are not purchasing any add-ons and are only registering for the conference, you can do this without incurring any additional costs. Should you choose to purchase any of the above add-ons, you will be charged a 3% credit card fee.

SNAG will register all vendors for the conference event when registration opens. If you have elected to add any additional items to your registration (hotel or other event tickets), your card will be charged at this time. You will receive a confirmation of your hotel, conference registration, and a receipt detailing what you have purchased. If you have any questions regarding this process, please feel free to email Kate Lichter at kate@meetingsalacarte.com.

Add-on total: $________________________

Signature: _______________________________ Date: ____________

Return this form with payment so it is received by March 11, 2020 to:

Kate Lichter, Vendor Room Manager
Meetings A La Carte, Inc.
317 Osage Lane
Naperville, IL 60540
Ph: (630) 420-7607
Fx: (630) 420-7672
kate@meetingsalacarte.com
Vendors will have the opportunity to give an informational presentation or demonstration during lunch breaks and dedicated shopping times. Please fill out the information below and submit your topic and summary along with your vendor contract. This 30 minute pulse presentation can be in any format you wish – lecture, demonstration, panel, etc. Scheduling will be done by the planning committee and you will be notified in January. Any fees for special permits are the responsibility of the vendor.

**Contact Information (please print):**

- **Business Name:** __________________________
- **Contact Name:** __________________________
- **Address:** __________________________
- **City, St, Zip:** __________________________
- **Email:** __________________________
- **Phone:** __________________________

**Presentation/Demonstration Information:**

- **Presenter Name and Bio:** __________________________

**Presentation/Demonstration Summary:** __________________________

Will your presentation require any AV? If yes, please detail the AV equipment needed: __________________________