

**Policies and Guidelines for Vendor Participation
At
CTOTF Exhibitions/ Vendor Fairs/ Trade Shows/ Authorized Events
or in the
Super Champions / Champions Program**

(Note: the term “Vendor” used herein means exhibitors, manufacturers, or other interested parties who are not, by definition, CTOTF members. See www.CTOTF.org for the definition of a CTOTF member).

Invitations and Applications

1. Vendor participation in CTOTF Exhibitions/Vendor Fairs/Trade Shows or in the CTOTF Super Champion / Champion Program is by invitation only. Once a vendor receives an invitation, the vendor may apply to participate in the designated program or event.
2. Invitations may be initiated by a CTOTF member, CTOTF Champion, or other participating vendor but are issued only through the CTOTF Executive Vice Chair - Operations.
3. Prior invitation or participation is not a guarantee of future invitations or right to participate.
4. CTOTF reserves the right to withdraw an invitation or to reject a vendor’s application for participation in the Champions Program or for participation in a CTOTF Exhibition / Vendor Fair / Trade Show or other CTOTF Authorized event.
5. Vendors who are invited by the CTOTF to give a technical presentation are not required to pay a fee in order to give their presentation. Vendors are allowed to attend closed conference sessions only at the invitation of the membership with their subsequent attendance limited to actual presentation time.

Technical Presentations

1. Vendors who are invited by the CTOTF to give a technical presentation are not required to pay a fee in order to give their presentation.
2. Except for special programs, vendors are allowed to attend closed conference sessions only at the invitation of the membership with their subsequent attendance limited to actual presentation time.
3. Vendors who will give a technical presentation must submit a short abstract, a personal bio, and a picture for printing in the conference book a minimum of 6 weeks in advance.
4. Technical presentations should be brought to the CTOTF Executive Vice Chair – Operations at least 1 hour in advance of the presentation. If the technical presentation contains a movie, it must be sent to the CTOTF Executive Vice Chair – Operations at least two weeks in advance.

Booths

1. Booths are offered to Super Champions and Champions with prioritized selection prior to other prospective vendors.
2. Booth applications are accepted on a first come, first served basis.
3. Booth area must be ordered of a sufficient size to accommodate a vendor's display and the number of prospective vendor representatives.
4. Applications for one or more booth areas are accepted on a provisional basis until payment is received.
5. If any payment is not received by the due date, the booth area temporarily assigned to the vendor will be cancelled and reassigned to a vendor on the waiting list.
6. CTOTF will not accept delivery of shipped items for a vendor.
7. CTOTF is not responsible for shipping/receiving/safe storage of a vendor's display or materials. An area may be offered for storage after the event merely as a convenience. A vendor utilizes this area at the vendor's own risk.
8. Displays must be setup and torn down during the scheduled times.

Vendor Representatives

1. Only vendors who have an authorized booth area and who have previously registered as vendor representatives for the specific event are allowed in the Exhibition/Vendor Fair/Trade Show.
2. Each booth comes with admittance to the exhibition/vendor fair/trade show for two vendor representatives.
3. No more than 4 additional vendor representatives will be accepted for each booth.
4. Additional vendor representatives will be charged a participation fee ("Additional Rep Fee"). This fee must be paid at the time of application but no less than one month prior to the event. Additional Rep fees are not refundable but are transferrable to others within the SAME Company upon authorization of the Company designated Point of Contact.
5. It is the responsibility of each Vendor Company Point of Contact to submit to the CTOTF Executive Vice Chair – Operations an accurate vendor representative name list at least one month prior to the event. *Only persons with the proper CTOTF-issued credentials are allowed to attend events.*
6. If a vendor representative appears on site without prior payment or notification, the Additional Rep Fee will be doubled and must be paid in cash or by check prior to the representative being admitted to the event.
7. Vendors are responsible for any damage their representative(s) or displays may cause to venue property and for any injury caused or suffered by any attendee as a result of their actions. CTOTF accepts no liability.

Sponsorships

1. Vendors are welcome to sponsor CTOTF activities throughout the conference week. Arrangements for sponsorship must be made through the CTOTF Executive Vice Chair – Operations.
2. Sponsorship will be acknowledged in the Conference Book.
3. Vendors may bring up to 4 signs (to fit on standard easels) announcing their sponsorship of an event.
4. If sponsoring a food event, advertising literature/giveaways may be placed on the tables or in the chairs. With prior approval of the CTOTF Executive Vice Chair – Operations an exhibit table may be placed by a sponsor in the area of the food event for the duration of the sponsored event.
5. Four sponsor representatives' attendances are included in the cost of the total meal sponsorship. Additional representatives will be subject to additional fees. In no instance will there be more than 10 sponsor representatives at any sponsored CTOTF event.

Advertisements

1. Advertisements for the Conference Book must be paid in full prior to acceptance by CTOTF.
2. Advertisements must be received by the CTOTF Executive Vice Chair – Operations by the publishing due date or will not be included in the book. It is the responsibility of the advertiser to insure that the ad is received in a timely manner.
3. No refund will be made if an advertisement is not received on time.
4. If the Ad is too large for the space purchased, the ad will be placed in the purchased space in a reduced state.
5. It is the responsibility of the advertiser to ensure that their Ad is legible and accurate. An ad will not be changed except for sizing or resolution to enable maximum legibility.

Payment

1. Payment in full of all applicable fees must be received prior to final application approval.
2. Payment by check is the preferred method of payment.
3. Payment by credit card, while not encouraged, is acceptable.
4. If any payment is not received by the due date, the booth area temporarily assigned to the vendor will be cancelled and reassigned to a vendor on the waiting list.
5. Returned Checks incur a \$50.00 returned check fee. The replacement check must be a cashier's or certified check for the entire amount due, including the returned check fee. If replacement funds are not received within seven (7) days, the application will be cancelled and the vendor will not be allowed to participate in any CTOTF event for a minimum of one year. The Executive and Leadership Committees will be notified of bad checks or non-payment and will decide on any further action.

6. Any vendor who owes the CTOTF money past the date of any event will be removed from the invitation list. This removal may be appealed to the CTOTF Executive Vice Chair – Operations only after restitution is made.

Code of Conduct

1. Each vendor company representative at any CTOTF event will behave in a professional, business-like manner.
2. Rudeness or insulting behavior will not be tolerated from vendor representatives or members. Infractions are to be immediately reported to the CTOTF Executive Vice Chair – Operations or another member of the Executive or Leadership Committees for resolution.
3. Solicitation by any vendor of any other vendor or CTOTF member for attendance at any other group's conference/meeting/vendor fair is strictly prohibited and will be cause for permanent removal from the invitation list. Violators of this rule should be immediately reported to the CTOTF Executive Vice Chair – Operations or a member of the CTOTF Executive Committee.
4. No one may order anything in the name of the CTOTF for payment by the CTOTF unless authorized in writing to do so by the CTOTF Executive Vice Chair – Operations. Unauthorized ordering will result in permanent removal from the invitation list.
5. A vendor representative entering an event to which the vendor is not invited or entitled to attend will be cause for removal from the invitation list and may be cause for ejection from all events.
6. By responding to an invitation and making application to participate, the vendor's designated point of contact acknowledges that he/she has read these Policies and Guidelines and agrees that all representatives of the vendor will abide by them.