

VENDOR POLICY AND PROCEDURES – KANSAS SAFETY AND HEALTH CONFERENCE

K-ISH 302 (Rev. 11-25)

Is there a deadline for purchasing booth space?

Yes, potential vendors will be notified when the deadline is approaching. The deadline is usually 45 days prior to the event. We recommend you purchase booth space quickly to secure the space location(s) you prefer. There is a printing deadline if you want your company's name listed in the program.

May vendors sell products and services?

Over-the-counter sales or sales that involve the exchange of currency for goods received during showcasing is allowed.

NOTE: You will be required to send in the following documentation 60-90 days prior to the conference before being allowed to conduct sales:

- **Certificate of Tax Clearance** (<https://www.ksrevenue.org/TAXCLEARANCE.HTML>)
- **W-9** (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

Are vendors guaranteed to receive the booth space they choose?

Booth spaces are based on availability at the time payment is received. Vendors must agree to accept the best alternate space assigned and be willing to relocate should it become necessary. Necessity could include circumstances beyond our control and/or conditions deemed *best* according to the judgment of the event coordinator.

NOTE: The Kansas Safety and Health Conference is not responsible for vendors' shipping needs. Vendors will need to contact the hotel directly for shipping questions.

What do vendors receive in addition to booth rental?

- Three paid *Two-day Registrations*
- One conference bag with conference folder containing an on-site agenda, note pad and vendor card
- Name badges for up to three workers
- One 6' table, two chairs and a trash can

NOTE: All items will be in your booth when you set up.

May vendors purchase additional items?

Electrical outlets, additional tables (4' and 6') may be purchased in the *Vendor Agreement* and will be placed in the booth.

When do vendors set up, showcase and tear down?

Set up:	Monday..... Noon..... Set up 5 p.m..... Overnight security begins
Showcase:	Tuesday..... 7 a.m..... Overnight security ends 7 a.m. to 6:30 p.m..... See attendance guide on page 2 5 p.m. Overnight security begins
	Wednesday..... 7:30 a.m..... Overnight security ends 7:30 a.m. to 1 p.m..... See attendance guide on page 2
Tear down:	Wednesday..... 1 p.m..... Vendor booths must be operational until 1 p.m. 3 p.m..... Tear down MUST be completed by 3 p.m.

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Attendance guide:

The following is an indication of when attendees are most likely to visit your booth:

Tuesday	7- 9 a.m.	Registration	Heavy
	10:15 - 11 a.m.	Break	Heavy
	Noon - 1 p.m.	Lunch	Light to Moderate
	2 - 2:30 p.m.	Break	Heavy
	4:45 - 6:30 p.m.	Vendor Reception	Heavy
Wednesday	7 - 8:30 a.m.	Registration	Heavy
	10:45 - 11:15 a.m.	Break	Light to Moderate
	12:30 - 1:15 p.m.	Lunch	Very light

Does the Kansas Department of Labor (KDOL) pay for vendor hotel rooms?

No, however, we do secure a block of rooms at a reduced room rate. You must act fast to reserve your room and take advantage of the reduced rate. The rooms sell out fast. Information is provided on our website.

What sponsorship opportunities are available to vendors to receive additional advertising?

To discover the advantages of sponsorship and learn more about activities and pricing, contact one of the following:

- Dena Ackors: dena.ackors@ks.gov or 785-291-6029
- Tammy Adams: tammy.s.adams@ks.gov or 785-291-6038
- Tami Hadley: thadley@isienvironmental.com or 316-264-7050

How will I know if booth space has been reserved for my company?

After the *Vendor Agreement* and payment are received, a vendor confirmation notice will be emailed to the address listed on your contract. The vendor confirmation email will be sent approximately four weeks before the conference.

When is payment due and what happens if I cancel my booth space?

Full payment (payable to the Kansas Safety and Health Conference) must be made at the time of purchase. A *Vendor Agreement* and payment must be submitted to:

- Mail: Kansas Department of Labor
Division of Industrial Safety and Health
ATTN: Dena Ackors
401 SW Topeka Blvd.
Topeka, KS 66603-3182
- Phone: 785-291-6029
- Fax: 785-296-1775
- Email: dena.ackors@ks.gov

Businesses requesting a refund can submit by email to dena.ackors@ks.gov by 4 p.m on September 1st. A \$25 processing fee is withheld from all refunds

NOTE: If a vendor fails to occupy the space, KDOL is under no obligation to refund the monies paid by the vendor and maintains the right to use the unoccupied space as it deems fit.

Who can vendors talk with if they have special needs and/or additional questions?

If you have special needs such as vegetarian luncheon meals, ADA concerns, etc., contact:

- Dena Ackors: dena.ackors@ks.gov or 785-291-6029
- Tammy Adams: tammy.s.adams@ks.gov or 785-291-6038