

# NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

213 South Main Street • Independence, Missouri 64050-3850

816.833.3892 • FAX 816.833.3893 • Toll Free 888.627.2929

hq@nap2.org • <http://parliamentarians.org>

## Vendor Agreement / Terms

### NAP Convention or National Training Conference

I, \_\_\_\_\_, agree to pay the National Association of Parliamentarians® the sum of \$ \_\_\_\_\_ (\_\_\_\_\_ dollars) as a non-refundable rental charge for *each* vendor table reserved. I agree to the following terms:

**Vendor Requirements:** NAP Operational Policies and Procedures Manual

4.4.01 Publications and other materials and services may be sold at NAP conventions and NTCs provided that:

- A. NAP does not currently sell the material or service
- B. The vendor has signed a vendor agreement approved by the NAP President
- C. It is sold from a designated location separate from NAP publications and the location is designated "Individually produced and not endorsed by NAP"
- D. Each person or group selling such material at NAP conventions, NTCs or board meetings shall pay NAP a fee as determined by the board of directors for the privilege of selling
- E. Each person or group shall be responsible for obtaining sales tax permits where required
- F. Member vendors shall pay the meeting registration fee
- G. Only one vendor shall be allowed per table
- H. The vendor sales area will be closed during times when business meetings are being held

**Vendor Fees:** Table rental fees must be paid to the National Association of Parliamentarians® in accordance with national event registration dates. Payment may be made by check, money order, Discover, VISA, MasterCard, or online.

**Vendor Table Location:** NAP member vendors will have sales table[s] set up in a designated room. Vendor tables will not be located in the NAP Sales Room.

**Vendor Table Specifications:** One 6' x 30" table with tablecloth skirting for the display of promotional materials (or equivalent open space). Limited electrical outlets. I agree to pay the National Association of Parliamentarians® \$ \_\_\_\_\_ (\_\_\_\_\_ dollars) if an extension cord is required.

**Set Up Time:** Table displays may be set up one day preceding the opening of the NAP national event.

**Removal Time:** Table displays must be removed no later than the conclusion of the NAP national event.

**Vendor Hours:** Vendor hours will mirror the hours of the NAP Sales Room. See published hours of open / close times in the national event program booklet.

**Security:** Vendor room will be locked during all closed times. A key to the room will be provided by the hotel to an NAP staff member who will open/close according to published vendor hours.

***The NATIONAL ASSOCIATION OF PARLIAMENTARIANS® is not responsible for stolen or damaged vendor materials.***

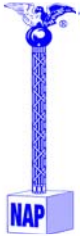
My signature is my acceptance of this agreement and its terms.

\_\_\_\_\_/\_\_\_\_\_  
VENDOR SIGNATURE

\_\_\_\_\_/\_\_\_\_\_  
DATE

\_\_\_\_\_/\_\_\_\_\_  
NAP PRESIDENT SIGNATURE

\_\_\_\_\_/\_\_\_\_\_  
DATE



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## Vendor Reservation/Payment

PRINT LEGIBLY

Number of Tables \_\_\_\_\_ x \$ \_\_\_\_\_ (dollars) each = \$ \_\_\_\_\_ (dollars)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ @ \_\_\_\_\_

Credit Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp \_\_\_\_\_ / \_\_\_\_\_  
DISCOVER / VISA / MC

Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

10/2008