

NV Commission for Persons who are Deaf and Hard of Hearing
2024 Engagement Conference

Vendor Guidelines & Expectations

Section 1: Registration and Payment

- Exhibitor payments must be received by the Las Vegas Deaf Seniors (LVDS) on or before November 10th to guarantee preferred or prime locations.
- Refunds will not be given unless a written request with justification is presented to and approved by the NV Commission for Persons who are Deaf and Hard of Hearing (NVCDHH)
- NVCDHH reserves the right to reject any requests for exhibits

Section 2: Vendor Times

- Vendors sessions are scheduled for the two days of the conference (December 13th – 14th)
- Initial vendor set-up time is from 10 a.m. – 11 a.m. on December 13th and again at 7 a.m. – 8 a.m. on December 14th.
- Vendors are required to be set up 30 minutes prior to the start of the conference each day
- Vendors must have a representative at their assigned booth space during active conference sessions, breaks and meals (until at least 2:30 p.m. each day)
- Vendors are responsible for cleaning up their booth space, taking down displays and for removing all trash by 5:00 p.m. on Saturday, December 14th

Section 3: Booth Requirements

- Each booth space includes a standard 6 ft. table and 2 chairs per vendor
- All display stands and signage must be within the allotted space
- Wall hangings are not permitted
- Spaces will be assigned by NVCDHH representatives and are subject to change up to and during the event
- Vendors are responsible for set-up and tear-down of their booth spaces
- Vendor tables must be kept clean and orderly, with back stock stored neatly under or behind the display tables, within the booth space
- Each booth space must represent only one company or organization; sharing booths is not permitted without prior approval by NVCDHH
- Exhibitors may not bring their own display tables or other display apparatus that occupies display area and additional floor space without prior approval by NVCDHH

Section 4: Electrical Availability

- Electricity is NOT available in the exhibitor space.

Section 5: Liability

- A vendor is required to show proof of business/liability insurance if it intends to offer services/demos/health screenings that may result in bodily harm or injury
- Vendors agree to hold harmless the NV Commission for Persons who are Deaf and Hard of Hearing (NVCDHH) and its designated representatives, the State of Nevada, the Las Vegas Deaf Seniors (LVDS), and the host location (Santa Fe Station Hotel and Casino), from injury, damage, or loss at the conference, including those related to setting up or dismantling displays, prior to, during or subsequent to the period covered by the exhibit contract

Section 6: General Restrictions

- Alcoholic beverages are not permitted
- Vendors are not permitted to provide food intended for consumption on the premises during the conference. If a vendor intends to offer any type of food (for display purposes), it must be pre-packaged
- Pets or animals, other than service animals, are not allowed

Section 7: Rules of Conduct

- Vendors are expected to conduct themselves in a professional manner at all times
- Transactions are not permitted on the premises of the conference site, nor during the conference; Vendors that wish to conduct business with attendees or other participating vendors are advised to exchange contact information and do so outside the conference premises
- Any unruly conduct, threatening or aggressive behavior, use of foul language, or refusal to follow rules will be grounds for expulsion from the conference without refund
- Failure to appear within the required set-up time (as defined in Section 2) will be cause for dismissal and the reassigning of booth space without refund

We thank you for participating in the NV Commission for Persons who are Deaf and Hard of Hearing's 2024 Engagement Conference. Neither the conference organizers, nor the venue have control over the attendance of the guests at vendor exhibits or promise any specific results.

The purpose of this conference is to unite, empower, and magnify the Deaf and/or Hard of Hearing message for legislative change as it pertains access to Education, Medical Services (i.e. Mental Health), and D/HH Service Policies. Becoming one voice by uniting our message of Access, Engagement, and Advocacy statewide. We encourage sponsors and vendors to invite friends, consumers, and associates to attend. NVCDHH will provide an official conference flyer for distribution, dissemination, and/or web posting.

I, _____, have read the 2024 NV Commission for Persons who are Deaf and Hard of Hearing's Engagement Conference Vendor Guidelines & Expectations and will hereby adhere to the stipulations that have been outlined, and understand that violations will be subject to the actions outlined in Section 7.

Signature: _____ Date: _____

Due to limited space and high demand, applicants are encouraged to submit the Commitment Form and Vendor Guidelines & Expectations as soon as possible. The Platinum and Diamond Sponsors receive priority placement. The NV Commission for Persons who are Deaf and Hard of Hearing (NVCDHH) reserves the right to refuse to rent space to any Vendor.

