



**VENDOR APPLICATION AND AGREEMENT**  
**2023 Conference July 17 – 23**  
**Scranton Hilton and Conference Center**  
**Scranton, Pennsylvania**

1. **Primary Vendor**

2. **Assistant Vendor**

3. **Company Name (if applicable)**

4. **Street Address**

5. **City**

6. **State/Province**

7. **Zip/Mailing Code**

8. **Country**

9. **Email Address**

10. **Telephone Number**

11. **Website, blog, and/or social media account(s) you would like listed.**

12. **A standard booth (one table) costs \$100. How many additional tables would you like at an additional cost of \$50 each?**

\_\_\_\_\_ None

\_\_\_\_\_ One

\_\_\_\_\_ Two

\_\_\_\_\_ Three

13. How many tickets for the Opening Reception @ \$60.00 would you like? (Note: Opening reception is included for those Vendors who are conference registrants; please do not duplicate sign-up.)

\_\_\_\_\_ Number of Additional Opening Reception Tickets

14. How many tickets for the Closing Banquet at \$65.00 would you like? (Note: Conference registrants will have had opportunity to sign up for the Closing Banquet; please do not duplicate sign-up.)

\_\_\_\_\_ Number of Additional Closing Banquet Tickets

15. Is an electrical outlet required?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

16. Please list all types of merchandise you intend to offer for sale:

17. By submitting this application, I understand and agree to the following:

- If my application is received on or before April 11, 2023, I will be notified of acceptance to the Marketplace on or before April 18, 2023.

- If my application is accepted, the vendor fees will be due no later than May 1, 2023. No refunds will be made for vendor cancellation after that date.

- Only those items listed on my application may be offered for sale at IAMPETH, and it is my responsibility to insure there is no duplication of items carried by our contracted vendor, Paper & Ink Arts.

- Placement in the Vendor Marketplace room will be determined by IAMPETH and may not be changed without permission.

- If, due to space considerations, the number of tables IAMPETH is able to offer is fewer than the number requested, this will be noted upon acceptance and fees will be adjusted as appropriate.

- Item display and sales transactions may take place **only** in the designated Marketplace room, **and are not permitted in any other area**. Items containing the trademarked name, IAMPETH, may not be sold.

- Vendor set-up hours are from 8:00 a.m. to 2:00 p.m. and from 8:00 p.m. to 10:00 p.m. on Monday, July 17. Space must be cleared no later than 5:00 p.m. on Saturday, July 22.

- Vendors are expected to be available to customers in the vendor room before classes, at breaks, at lunch, and in the evenings.

- I am responsible for obtaining all necessary sales permits, as well as reporting and paying all taxes due to the State of Pennsylvania.

- I release the IAMPETH Board and volunteers from responsibility for any damage, loss, or injury incurred before, during, or after conference hours.

**I have read, understand, and accept the terms and conditions of this agreement.**

\_\_\_\_\_ I Agree

\_\_\_\_\_ I do not agree.