



**The Marketplace / Vendor Application Form
The Herb Society of America EdCon 2024**

**Once upon a thyme...stories from the garden
The Desmond Hotel, Malvern, PA
Friday, June 21, 2024
Marketplace Hours: 7:00 am – 3:30 pm ET**

Vendor Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip code: _____

Mobile: _____ E-mail: _____

Item (s) I will be selling:

Optional: Please attach a photo of your products or exhibit display

- HSA Business Member: One 8' Table -- \$75**
All applications must be received by November 1, 2023. Payment must be received by January 1, 2024. No space assignment will be allocated until your application and payment are received by HSA.

- Non-HSA Business Member: One 8' Table -- \$100**
All applications must be received by January 19, 2024. Acceptance will be confirmed by February 12, 2024, and once confirmed, payment must be received by February 23, 2024. No space assignment will be allocated until your application and payment are received by HSA.

- All Vendors - please check if electricity is requested**

Send or email this completed application to:

The Herb Society of America | 9019 Kirtland Chardon Road | Kirtland, OH 44094
Attention: Lisa Murphy
Email: membership@herbsociety.org

Conference Sponsorship Opportunities:

To further promote your business, you have the opportunity to provide an in-kind donation to our educational conference. Your contribution would be greatly appreciated! Please consider one of the following and we can follow up with you:

Swag Bag Items: Yes, I would be happy to enhance the swag bag with a special item and/or literature. Quantity is 200.

Raffle Prizes: Yes, I would be happy to donate a gift to your raffle. Raffle items can be dropped off before our Thursday evening (June 20 at 6:00 pm) Welcome Reception and Awards Banquet. **Raffle prizes are best if they are portable, packable, and easy to ship.**

Additional options:

Program Book Ads: A great way to showcase your business during and long after the conference. Adding a special discount code or coupon provides greater incentive for repeat sales. Please inquire.

Become a Business Member: There are so many great opportunities that HSA offers its business members. [Click here](#) for more information.

VENDOR INFORMATION TO KEEP ON FILE

Your Key Contacts:

HSA Business Members	Non-HSA Business Members
Billi Parus rosemaryqn@aol.com 757-499-6671	Sharon Richardson Sharonrichardson22@gmail.com 610-639-0749
Lisa Murphy membership@herbsociety.org 440-256-0514	Erin Van Yahres vanyahrese@comcast.net 610-644-2806
	Lisa Murphy membership@herbsociety.org 440-256-0514

The Marketplace Hours:

- Set Up Friday, June 21, 2024, between 5:00 am – 6:30 am only.
- Opens Friday, June 21, 2024, at 7:00 am – 3:30 pm.
- Breakdown Friday, June 21, 2024 - immediately after close of The Marketplace.
- Booths must be staffed at all times during The Marketplace hours.

Shipping to Hotel:

The Desmond Hotel accepts shipments no earlier than 3 days prior to the event dates at no charge to the vendor. Please inquire about oversized or large deliveries. Shipments must have the guest's name, event name and event dates.

Ship packages to:

Attn: Shelly Harris
Desmond Malvern, a DoubleTree by Hilton
1 Liberty Boulevard, Malvern, PA 19355

After the Marketplace exhibit closes, vendors are responsible for re-packaging all remaining merchandise and making their own shipping arrangements for pick-up at the hotel by Fed-Ex or UPS.

The Marketplace Space Description:

Each space consists of one 8' table and two chairs. All tables are draped with a black linen tablecloth and an ivory overlay. Trashcans are strategically placed around the room. Ceiling height is 12ft. The hotel's Wi-Fi is an open network, no passcode required.

Loading and Unloading Merchandise

Vendors may unload at the front circular drive of the hotel and use the Garden entrance to enter the Conservatory/Ballroom area. Once unloaded, vendors must move their vehicle to the parking lot prior to setting up. The hotel has several bell carts that are available in the lobby. The hotel asks guests and vendors to return carts to the lobby.

The Marketplace Space Construction and Display Regulations:

All displays must present an attractive appearance when viewed from the aisles or from adjoining spaces and may not be objectionable to other vendors. Displays may not be higher than 8' from the floor at the rear of the space and 4' from the floor on the sides of the space. Racks and lattice must be confined to the space.

Writing, taping or other activities that could deface or damage hotel walls, panels, floors, or other hotel property is not permitted. No displays or signs are permitted in the non-Marketplace area.

Subletting of Space:

Vendors may not assign or sublet any space allocated to them and may not advertise or display goods other than those sold by them in the regular course of their own business. Upon approval of HSA, two vendors may share Marketplace space.

Security:

HSA is not responsible for the loss of any materials due to any cause and urges vendors to exercise normal precautions.

Rules of Conduct:

Vendors may not sell raffle tickets. Professional vendor demonstrations are permitted since attendees benefit from the learning experience. Interference with normal traffic flow and infringement on neighboring spaces is not permitted. All business activities, including sales and distribution of circulars and other advertising materials may only be conducted and/or distributed within the space assigned to the vendor. Such activities may not be conducted in other areas of the meeting facility.

Closing of The Marketplace:

Check under each table for packaging, plastic tubs, purses, and other personal belongings. Flip table tablecloths up to show there are no boxes left. Empty boxes may be left broken down and neatly stacked at the tables for the hotel staff to discard.

Cancellation of Market Space:

In the event the HSA Convention or The Marketplace is not held for any reason, HSA will not be held liable for expenses or losses incurred by the vendor. Rental cost of The Marketplace space shall be refunded.

Insurance & Liability are the Full Responsibility of the Vendor:

Each vendor agrees that HSA and the Desmond Hotel are not liable for personal injury, property damage or economic loss sustained by the Vendor, her/his officers, employees, agents, or any member of the public if such injuries arise out of or are in any way connected with the Vendor’s use or occupancy of the premises or participation in The Marketplace. Vendor assumes all risk and agrees to hold HSA and the Desmond Hotel harmless and completely indemnified against any and all losses, claims, suits, expenses and demands which arise from the Vendor’s injuries.

I have read, understand, and agree to abide by the Terms and Conditions listed above.

Signature of Authorized Agent: _____

Date: _____