



IHEPS 2025 Vendor Contract

This Vendor Agreement defines the terms and agreements between Indiana Healthcare Emergency Preparedness Symposium, hereinafter referred to as the "Conference Organizer," and _____ [Vendor's Name], hereinafter referred to as the "Vendor," collectively referred to as the "Parties". This agreement is established for purpose of binding the terms and conditions for the Vendor's participation in the Indiana Healthcare Emergency Preparedness Symposium. The Conference is scheduled to be held on Thursday September 11th, 2024- Friday September 12th, 2025, at Renaissance Indianapolis North.

1. Vendor Participation: The Vendor agrees to participate in the Conference as an exhibitor/vendor and to provide the following products/services: [Description of Products/Services].
2. Booth Space: The Conference Organizer shall provide the Vendor with a designated booth space located at IHEPS event location. The dimensions of the booth space shall be depending on the level of sponsorship selected by the vendor. The Vendor shall be responsible for the setup, decoration, and maintenance and removal of the booth.
3. Vendor Fees: In consideration for the booth space and participation in the Conference, the Vendor agrees to pay the Conference Organizer the total sum of Payment which shall be made via card up reservation or check mailed to: PO Box 68517 Indianapolis, IN.
4. Set-Up and Tear-Down: The Vendor shall set up their booth on [Setup Date Wednesday: 4pm-5pm, Thursday: 6:00am, and Friday: 6:00am] and tear down their booth on [Friday at 11:00am-12:00pm]. The Vendor shall ensure that the booth is fully operational and staffed during the Conference hours.

5. **Liability and Insurance:** The Vendor shall carry adequate liability insurance to cover any damage, injury, or loss that may occur during the Conference. The Vendor agrees to indemnify and hold harmless the Conference Organizer as well as the Conference Organizer as co-insured against from any claims, liabilities, or expenses arising due to the Vendors negligence in the Conference.
6. **Promotion and Marketing:** The Vendor acknowledges that the Conference Organizer reserves the right to include the Vendor's name, logo, and description in Conference promotional materials, both print and digital.
7. **Conference Vendor Refund Policy:** We understand that unforeseen circumstances may arise, and a vendor may decide not to attend the conference after they have paid for their vendor space. However, we regret to inform our vendors that we do not offer any refunds for vendor spaces purchased for our conference. Our policy of no refunds is based on our commitment to ensuring that all vendor spaces are reserved for vendors who are committed to attending the conference. Below are the reasons for our no-refund policy:
 - A. We rely on the vendors who have paid for their vendor spaces to provide goods and services to our attendees. If a vendor withdraws from the conference, it negatively impacts the quality of the conference for all attendees.
 - B. We hold vendor spaces for committed vendors, and the cost of reserving those spaces is a sunk cost. Once a vendor has paid for their vendor space, we are unable to recoup those costs if they decide to withdraw.
 - C. Our vendor spaces are priced fairly and accurately, and we offer competitive rates. The price of vendor spaces reflects the value our vendors receive at our conference.

Exceptions to the Policy:

- A. In the event of a cancellation of the conference, we will refund all vendors their payments.

- B. If a vendor has made a duplicate payment for their vendor space, we will refund their payment once we have been notified of the duplicate payment.
- C. If an exceptional circumstance arises that we deem warrants a refund, such as a mistake or error on our part, we will issue a refund.

We appreciate your understanding and cooperation in adhering to our refund policy for vendors. Our focus is on providing all attendees with a quality conference experience, which requires a commitment from our vendors. If you have any further questions or concerns regarding our refund policy, please contact us at planning@indianadistrict5.com.

This Agreement constitutes the entire understanding between the Parties and supersedes all prior agreements, oral or written. Any modifications to this Agreement must be made in writing and signed by both Parties.

By signing below, the Parties acknowledge that they have read and understood the terms and conditions of this Agreement and agree to be bound by them.

Vendor Name: _____

Vendor Representative Signature: _____

Date: _____

IHEPS Representative Signature: _____

Date: _____