

Missouri Association of Colleges for Teacher Education (MACTE) Vendor Policy Agreement

Purpose

This Vendor Policy Agreement outlines the terms, conditions, and expectations for vendors participating in conferences hosted by the Missouri Association of Colleges for Teacher Education (MACTE). By signing this agreement, vendors acknowledge and accept these terms to ensure a successful and professional event for all parties involved.

1. Vendor Eligibility

- Vendors must align with the mission and values of the Missouri Association of Colleges for Teacher Education (MACTE).
- All vendor applications are subject to approval by the MACTE Event Committee.

2. Fees and Payment

- Vendor booth fees and payment deadlines will be outlined in the registration process. Failure to pay fees by the deadline may result in forfeiture of participation.
- Refund policies (e.g., non-refundable, partial refund deadlines) must be adhered to.

3. Booth Setup and Breakdown

- Vendors are responsible for setting up their booths by [insert setup time and date] and dismantling them by [insert breakdown time and date].
- Booths must remain open and staffed during designated hours.

4. Code of Conduct

- Vendors must conduct themselves professionally and respectfully toward attendees, staff, and other vendors.
- Offensive materials, discriminatory behavior, or any form of harassment will not be tolerated and may result in removal without a refund.

5. Marketing and Promotions

- Vendors may distribute promotional materials only within their assigned booth space.
 - Noise levels, lighting, and other promotional tools must not disrupt the event or other vendors.
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6. Liability and Insurance

- Vendors are responsible for ensuring their equipment and materials comply with safety regulations.
 - The Missouri Association of Colleges for Teacher Education (MACTE) is not liable for theft, damage, or loss of vendor property.
 - Vendors are encouraged to have appropriate insurance coverage for their participation.
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7. Compliance with Laws and Policies

- Vendors must comply with all local, state, and federal laws, as well as venue-specific policies and guidelines.
 - Vendors must follow MACTE's policies, including health and safety regulations.
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8. Cancellations and Modifications

- The Missouri Association of Colleges for Teacher Education (MACTE) reserves the right to cancel or modify the event due to unforeseen circumstances.
 - Vendors will be notified promptly of any changes and informed of potential rescheduling or refunds.
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9. Agreement to Terms

By signing below, the vendor agrees to comply with the policies outlined in this agreement. Failure to adhere to these policies may result in removal from the event without refund.

Vendor Name: _____

Contact Person: _____

Signature: _____

Date: _____