



## Healing Touch Worldwide Conference 2010 *The Joy of Healing; A Journey with Heart*

August 5<sup>th</sup> - August 8<sup>th</sup>, 2010  
Crowne Plaza Denver International Airport  
15500 E. 40th Avenue, Denver, Colorado 80239

### Vendor Terms and Conditions

#### 1. Vendor Assignment

The vendor area is filled on a first-come first-served basis as of the date payment is received in full. Healing Touch Program (HTP) reserves the right to assign tables according to the specific needs of the conference. Submission of an application does not guarantee acceptance as a vendor.

#### 2. Exhibit Space

Exhibit Space Includes:

- One standard skirted table (standard 6')
- 2 chairs
- Name badges for staff (4)
- Listing in the Conference Program
- Listing on HTP Website Conference Page
- Access to conference attendees

#### 3. Displays/Signs

All displays are to be professional and attractive. Any space that does not meet the standards of HTP will not be invited back. Music or other audio/visual sound without earphones is not allowed. Open flames are strictly prohibited. Diffusion of aromatherapy must be monitored at all times. All banners and signs must be within the specifications of the space configurations. (Banners are allowed on table front and tabletop only). Exhibits should be installed so they do not project beyond the space allotted or obstruct the view of, or interfere with, other exhibits.

#### 4. Show Hours

The exhibits will be open during the following hours:

Thursday, August 5: 12:30 p.m. – 9:00 p.m.  
Friday, August 6: 8:00 a.m. – 7:00 p.m.  
Saturday, August 7: 8:00 a.m. – 8:00 p.m.  
Sunday, August 8: 8:00 a.m. – 2:00 p.m.

Set-up is Wednesday evening, August 4th from 5:00 p.m.- 8:00 p.m. and Thursday morning 9:00 a.m. – 12:00 p.m. Vendors are required to check in at HTP Vendor Registration by August 5 at 9:00 a.m. Late check-ins require prior approval. HTP reserves the right to reassign the table space if the check-in is missed. Exhibit set-up must be completed by 12:00 p.m. on August 5. If at any time during show hours the booth is left unattended, vendors must secure all valuables and attempt to give HTP staff notification prior to leaving. Neither HTP nor the Crowne Plaza Hotel will be held responsible for any loss or damage incurred to exhibits left unattended. Breakdown is Sunday, August 8 from 2:00 p.m.- 4:00 p.m.

## **5. Registration/Name Badges**

Vendors are issued four badges for personnel staffing the exhibit. All other guests of the vendor are required to register as attendees.

## **6. Lodging & Meals**

Meals and lodging are not included in the cost of exhibit space.

## **7. Eligibility to Exhibit**

HTP reserves the right to determine acceptability of applications for exhibit space based on criteria including, but not limited to: overall benefit of product/service to attendees; congruency of product/service with the mission, philosophy and intentions of HTP and objectives of conference; overall variation of products/services exhibited; space constraint of exhibit area.

## **8. Contents/Usage of Exhibit Space**

All products/services available for sale must be detailed on the Vendor Application. If not, HTP reserves the right to demand products/services information be removed from the exhibit. This is to protect the interest of all vendors and maintain the product mix of the show. Exhibit space is to be used solely by the vendor whose name appears on the contract. The subletting or assignment of space is prohibited. All business and sales activities must be conducted within the confines of the exhibit space, during the times specified. Scheduled set-up and breakdown times are subject to change. No advertising/sales/marketing materials may be displayed or distributed in any other part of the exhibit hall or hotel premises. Infraction will be considered cause for dismissal of vendor without refund. Interfering in any way with the business or exhibit space of another vendor is strictly prohibited and will be considered cause for dismissal of said vendor without refund.

## **9. Fire & Safety**

Vendors must comply with all rules, regulations and codes relating to fire and safety. This conference is designated a non-smoking event. Smoking is not permitted in meeting rooms or the vendor area.

## **10. Security**

It is the responsibility of the vendor to secure all valuables before retiring for the evening. Vendors acknowledge that space is locked at night. HTP will have a security guard assigned from 9:00 p.m. 7:00 a.m. August 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup>. (There will be no security the night of August 4<sup>th</sup>). However, all goods and/ or equipment are the sole responsibility of the vendor. Neither HTP nor the hotel is responsible for the replacement of lost or stolen goods.

## **11. Cancellations**

All cancellations must be submitted in writing. A cancellation fee of \$50 will be retained for all cancellations prior to June 1, 2010. After June 1, 2010, no refunds will be given. All cancellation fees retained by HTP under this contract are deemed fully earned and made in consideration for expense incurred by HTP for lost or deferred opportunity to provide exhibit space to others. In the event the conference facility becomes unusable due to acts of GOD, strikes, fire, terrorism or any other cause not within the control of HTP, the vendor releases HTP from all claims, damages, etc. which may be consequences thereof.

## **12. Indemnification**

The vendor assumes complete responsibility and agrees to hold HTP and the Crowne Plaza Hotel harmless from any and all claims, suits, liabilities, demands, damages, or other costs of any kind which might result from any action or failure to act of the vendor or any agent, representative, personnel, etc. during or related to exhibition at this event, including but not limited to claims of damage or loss, harm or injury to the person or property of the vendor or any of its agents employees or other agents. HTP or Crowne Plaza Hotel will not maintain insurance covering vendor property and therefore it is the sole responsibility of the vendor to obtain insurance for such purpose.

Vendors are encouraged to carry All Risk Insurance. HTP shall not be responsible for any damage or loss of vendors' material.

### **13. Photo Consent**

The vendor agrees to grant HTP privileges to photograph the exhibit setup and any interaction between exhibit staff and conference attendees. The vendor grants HTP permission to use any photographs obtained from the conference in future promotions and print advertising.

### **14. General Services**

Please contact [conference@healingtouchprogram.com](mailto:conference@healingtouchprogram.com) or 210-497-5529 for information or questions.

### **14. Shipping to Hotel**

Please contact the Crowne Plaza, Denver International Airport 303-371-9494 or 800-276-9633 for more details.

### **15. Accommodations, Meals & Transportation**

The hotel provides a free shuttle from the airport for hotel guests. The Crowne Plaza has discounted room rates for HTP vendors and attendees (\$95/night single or double). Be sure to say you are with the Healing Touch Program Conference to receive special rates. Rooms should be reserved as soon as possible as there is limited availability. Call for reservations: 303-371-9494 or 800-276-9633.

There are a number of restaurants within walking distance from the hotel. There is also a restaurant in the Crowne Plaza. Meals may also be purchased through HTP if you prefer to join our attendees at meal times.