

VENDOR POLICY
Professional Development Workshops
East Central ESC

Vendors/Companies (not contracted presenters) wishing to sell their services and/or products at professional development workshops, meetings, and conferences hosted at the ECESC *or* by the ECESC at another venue must subscribe to the following agreement:

1-80 participants

- 1) Purchase lunch* for all workshop participants including ECESC staff; **or**
- 2) Pay a \$275 vendor/company fee if the event does not include lunch.

80+ participants

Vendors will purchase lunch* for all participants and pay a \$100 facility usage fee.

Vendors/Companies providing a demonstration session on their services and/or products at the ECESC must subscribe to the following agreement:

Purchase a.m. and/or p.m. refreshments and purchase lunch for all participants including ECESC staff and pay a \$100 facility usage charge.

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Representative's Name: _____

Company Name: _____

Mailing Address: _____

Phone: (_____) _____ - _____ Alt. Phone: (_____) _____ - _____

Website: _____

Email: _____

IMPORTANT: Please provide a summary of all products and/or services being sold on the back of this page or attach appropriate documentation.

Signature: _____ Date: _____

*Lunch includes sandwich or entrée, side (fruit or salad), chips or pretzels, pop, and cookie, brownie, or other. Estimated cost of lunch per person: \$10-12.