# Vendor Policies and Guidelines

### Vending Options

Vending is in the Hill Country Ballroom and the Lobby. Vendors in the Ballroom are required to vend all 3 days. Lobby vendors may choose 1, 2, or 3 days of vending. Lobby tables are not secured overnight. Vendors may move merchandise into the ballroom overnight.

### Purchase

Once vendors submit an application and are offer a space, the ABDC will send a link for payment or set up instalment plan. Vendors are responsible for vendor price and processing fees. Once space has been purchased, the number of tables, chairs, and racks will be set.

### Texas Sales Tax Permit

All vendors must have a current Texas sales tax permit and send a copy to the ABDC by April 1, 2019. You can apply for a sales tax permit using the Texas Online Sales Tax Registration Application System, or print an application from the Texas Sales and Use Tax Forms Web page and mail it to the Comptroller. You can also call 1-800-252-5555 or visit a Comptroller field office. There is no fee for the Texas Sales and Use tax permit. The permit process may take 2-4 weeks per the website information. • You will need to have on a copy on site with you at the ABDC.

### MLM Vendors

The ABDC welcomes Applications to Vend of Multi-Level Marketing Independent Sales. Persons/Distributors (henceforth known as MLM vendors) with an Active Texas Sales and Tax Use Permit issued directly to said MLM Vendors or the MLM Vendors' personal business name(s). Other permits or letters of Exemption issued from parent MLM companies are not a legal substitute for, nor will they be accepted in lieu of, the required Permit in Texas. MLM Vendors approved to vend at ABDC will restrict sales to tangible products and are prohibited from actively (including verbal) or passively (including written promotional information and/or signup sheets) recruiting other parties into working with them or the MLM companies with whom they are affiliated. Vendors recruiting other parties will be dismissed from vending with no refund of vending fees.

### Vendor Spaces

Vending space will be marked before arrival. Merchandise must be kept within the boundaries of your booth space. Nothing may be hung from or attached to the walls or fixtures. Keep products off and away from emergency doors and signs. Hotel provides table, chairs, and table clothes. Vendors provide racks.

### Check-in

When you arrive, check-in with the ABDC Front Desk. Receive your ABDC vendor and assistant vendor badges. Badges must be worn at all times in vendor areas. Badges need be returned to the ABDC front desk upon check-out. All vendors need to sign the Release Form.

### Load-in

Friday from 9:00 am - 12:00 pm. Saturday and Sunday from 8:00am - 9:00 am. Shopping begins at 12:00 pm on Friday.

### Load-out

Sunday from 3:00 - 5:00 pm. All vendors and ABDC staff must be vacated from the convention area by 5:00 pm. Please do not pack up before 3:00 pm as we plan on having performances in the ballroom until that time.

### During Stage Performances

Lights are out or dimmed during shows in the ballroom.

### Hotel Services

Carts at the hotel are in high demand. The Holiday Inn only has two luggage carts for guests to use. The ABDC encourages you to bring your own cart. Guest Services does not have porters to assist moving of boxes from vehicles to the convention area. In the event you need to ship packages to the Hotel, you must notify the hotel at least 14 days prior to the convention. Packages sent to the Hotel should include the name “Austin Belly Dance Convention” and the dates “June 28-30, 2019.” Shipments should arrive no earlier than 3 days prior to event. Hotel and the ABDC accept no responsibility or liability for the delivery, security, or condition of the packages. FREE Internet is available but does have a tendency to be slow in the vendor areas. ATM machine is available in the front lobby at the hotel for cash withdrawals. Further questions about the hotel can be directed to the Holiday Inn Lobby all (512) 451-5757.

### Attending Workshops

Vendors are welcome to attend workshops at a 50% discount for a guaranteed spot. Contact the ABDC for discount code. Vendors can attend workshops for FREE on a space available basis. Please check with the ABDC Front Desk shortly before the workshop start time to learn of space availability. Show attendance is complimentary to vendors.

### Assistants

Vendors are permitted one Assistant at a time. Assistants must register and pay for any activities for which they are present. This includes in particular those vendors who are in the ballroom during workshops. Assistants must register and pay for any shows in which they attend but are not working at their vending booth.

### Special Assistance

If you are an artist with disabilities or need extra support or assistance, please contact the ABDC ahead of time and let us know so we can make arrangements.

### Advertisement

Given pictures, descriptions, and website address by requested deadline, vendors will be listed on the ABDC website, the ABDC event program, and facebook. Ad space in the ABDC event program is available for purchase.

### Promote the ABDC

We will promote you on our website and social media outlets. Please help us promote you by doing the same. Add a link to your website: www.theABDC.com. Add the ABDC information to your mailing and email lists Join the ABDC Facebook page and group. Subscribe to the ABDC Youtube page. Post event on the social media outlets: Facebook, Twitter, Instagram, etc. Pass out postcards to students, dance studios, and other attending events.

### Security

The ballroom will remain locked overnight. Lobby vendors may move their booths into the ballroom overnight. The hotel grounds are patrolled during off hours.

### Alcohol and Drugs

Consumption of alcohol before a performance and all illegal drug use is forbidden and may be cause for immediate dismissal from the ABDC.

**Refund Policy**.

No refunds. No refunds for those attendees who cancel or have to be removed for violating our event policies.

### Cancellation Policy

The ABDC reserves the right to cancel or reschedule any workshops, teachers, class topics, shows, and shopping times without notice. In the event the ABDC cancels or reschedules, the ABDC will notify the Vendor. In the event the ABDC has to cancel due to extreme weather conditions or other acts of God, no refunds will be granted. The ABDC does not refund travel, lodging, or meal expenses in the event of a workshop cancellation.

### Liability

Everyone will be required to sign a hard copy of the ABDC liability waiver at the convention.

I realize that participation in workshops, rehearsals, performances, and other activities could involve some possible personal injury. Despite precautions, accidents, injuries, permanent disabilities, and death may occur. I agree to assume all risks, whether caused by negligence or otherwise, related to the use of any and all spaces used by the Releasees (including the ABDC’s owners, teachers, dancers, employees, representatives, agents, staff, volunteers, and facilities and their heirs, executors and administrators) and Holiday Inn and its parent company, InterContinental Hotels Group PLC during the Austin Belly Dance Convention, June 27 2019 through July 1, 2019.

I agree to release and hold harmless the Releasees from any cause of action, claims, or demands now and in the future. I will not hold the Releasees liable for any personal injury, any personal property damage, or any losses which may occur on the premises before, during, or after attendance, transportation of equipment related to the activities, and traveling to and from the ABDC location. It is my responsibility to inspect performance and instruction area and report any cause for concern to the Releasees. Furthermore, I agree to obey the production and facility rules and take full responsibility for my behavior in addition to any damage I may cause to the facilities utilized by the Releasees.

I, for due consideration, hereby grant permission to the Releasees photograph and videotape my workshops and performances from the ABDC at the Holiday Inn - Midtown, 6000 Middle Fiskville Road, Austin, TX 78752, June 27 2019 through July 1, 2019 for documentation and promotional purposes. I hereby grant to the Releasees the use my photograph and photographic likeness, and, or reproduction thereof, in whatever capacity as they see fit, including, but not limited to illustrations, advertisements, and videos for documentation and promotional purposes. I reserve the right to use video of this performance for personal promotional purposes if desired. Should the video be used for anything other than private use by the Releasees or any party, I require immediate notification and first right of refusal. The Releasees agrees to responsibly notify participants and police event for unauthorized videotaping and/or use of video distributed for sale.

By filling application for the ABDC, I do hereby affirm and acknowledge the Performances policy. I have read this liability and fully understand its terms and agree to it freely and voluntarily without any inducement.

### Participation by Minors

Student and parent/legal guardian understand and expressly assume all risks involved in connection with dance instruction and training at the Austin Belly Dance Convention including but not limited to risk of bodily injury occurring as a result of contact with other students, instructors, walls, equipment, floors, structures, poles, and other objects located in or near dance studios, or the student's physical condition or physical limitations. It is understood that dance instruction and performance is a physical activity and art form. It may be necessary for instructors to place hands on the student for proper placement and correction of body alignment. Student and parent waive all claims arising out of instruction and training at the Austin Belly Dance Convention, whether caused by the negligence, breach of contract, or otherwise, and whether for bodily injury, property damage or loss or otherwise, which student may have against the Releasees.

I, the parent/legal guardian of the minor participant, requests and authorizes that in his/her absence, the participant may be admitted to any hospital or medical facility for diagnosis and treatment and authorizes physicians, or other such licensed professionals, to perform any diagnostic procedures, treatment procedures, operative procedures and x-ray treatment of the participant. There is no guarantee as to the results of examination or treatment. Parent/legal guardian authorizes the Releasees to act for the participant according to their best judgment in providing or arranging for emergency care in any emergency situation requiring medical attention. I also hold the Releasees harmless in such an event.

By filling out the ABDC Performer Application, I do hereby affirm and acknowledge the Performer policy. I have read this liability and fully understand its terms and agree to it freely and voluntarily without any inducement.

### Nondiscriminatory Policy

The Austin Belly Dance Convention complies with the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and all other applicable federal, state and local employment laws, and does not unlawfully discriminate because of age, disability, national origin, race, religion, sex, or sexual orientation in any term, condition, privilege, employment, program, or service.

We look forward to reading your application! The Austin Belly Dance Convention.