



VENDOR AGREEMENT

Kentucky Science Teachers Association
Annual Statewide Conference
February 25-26, 2022 | VIRTUAL

<https://www.ksta.org/2022virtualconference/vendors>

Registration deadline: January 31, 2022

INFORMATION SUMMARY

1. Vendor Showcase details and fees

- Single 1-hour Presentation: \$250
- Two 1-hour Presentations: \$500
- Vendors must supply a link to their own virtual platform for the session. Zoom is preferred (for consistency with the main conference platform) but other virtual meeting platforms may be used. You must send your session link(s) to kstajle@gmail.com by January 31, 2022.

2. Vendor Showcase sessions

- Friday, February 25: 5:45-6:45pm EST
- Saturday, February 26: 10:35-11:35am EST
- Conference attendees may attend any/all vendor presentations they choose during these times.

3. Website advertisement

Vendors have the option of purchasing advertisement space on our website and conference program. Ads will remain on ksta.org through February 2023 for public viewing. You may purchase ad space for a \$100 additional fee during vendor registration.

4. Presenter information

All presenters must complete the [Virtual Conference Vendor Showcase Session Information](#) form. You must submit a separate proposal for each unique session. If you are purchasing a single 1-hour presentation, you may indicate a preference of session date/time and the KSTA Conference Committee will do their best to honor your request.

5. Registration

Complete this Agreement before registering. You will need to upload the completed agreement during registration.

- You may upload a logo file(s) during registration. Your logo will be displayed in the conference program and on the conference website.
- All vendors must complete vendor registration here: <https://www.ksta.org/event-4410650>.

6. Payment

- You may pay with a credit card during registration on our secure website.
- If you will be sending a check, or need to pay with a purchase order, choose the "Invoice Me" option during checkout. An invoice will be automatically emailed to the address used on registration. Checks should be made payable to KSTA and mailed to PO Box 23918, Lexington, KY 40523.
- **Payment deadline: Payment must be received no later than January 31, 2022.**

For questions regarding exhibiting at the conference, please contact:

Kim Zeidler-Watters, Executive Director 859-576-4286 kstadirector@gmail.com

AGREEMENT TERMS

- We, the stated vendor, apply and contract for Vendor Showcase presentation(s) during the 2021 KSTA Virtual Annual Conference. We agree to follow all Conference rules and regulations.
- We understand we must provide our own virtual platform for the Vendor Showcase session.
- We understand that this agreement becomes valid when the vendor uploads the agreement to the Vendor Registration. Full payment for the Vendor Showcase shall constitute a guarantee of session(s).
- We understand that refunds will be considered **only in the event of an emergency**. Written notification must be sent via email to kstadirector@gmail.com.

Vendor Company/Organization Name: _____

Primary Contact Name: _____

Primary Contact Phone: _____

Primary Contact Email: _____

Vendor Signature

Date

KSTA Signature

Date

A copy of this contract will be emailed to the Primary Contact with session(s) confirmation.