Greetings,

We are so excited you have decided to be a vendor/exhibitor at the Integrative Pain Management Conference on Saturday, May 30, 2020, at the Dudley H. Davis Center at the University of Vermont (UVM)! We would like to provide you information you may find useful prior to your arrival as well as make you aware of a few policies at The University of Vermont.

**University Policies:**
- Tape, tacks and poster putty are not permitted on the walls.* If you have items that need to be hung on the wall, please contact your conference/event organizer for approved hanging equipment and locations.
- Helium balloons may not be used in any location with ceilings higher than twelve feet.* If you have questions about specific locations, please contact your conference/event organizer.
- Glitter, confetti, clay, or similar materials may not be used.*
- Exits, staircases, and elevators may not be blocked under any circumstance.
- Prior arrangement must be made for all packages, materials, etc. that will be shipped in advance of the conference/event. Your conference/event organizer will provide you with a shipping address and period in which items may arrive. The conference/event organizer cannot be responsible for any post-conference/event shipping. Please plan accordingly.
- Open flames, other than with a sterno, are not permitted indoors.
- Animals other than registered service animals are not permitted in the building.
- Load-in/out must be done through the designated location. Loading in/out through other locations may result in vehicles being ticketed or towed at the owner's expense.
*Excessive cleaning charges will apply; for more information please contact your conference/event organizer.

**Before Your Arrival:**
- Will you need internet access while at the University of Vermont? YES NO (please circle)
- As a vendor you will be provided with: ONE - 6’ table(s) and TWO chair(s).
- Will you need any other equipment while here (power strips, extension cables, etc.): ______________________________ ________________________________________________________________________________________________
- Overnight secured storage available (multiday events only): YES NO N/A
- Vendor/exhibitor tables will have black table forms on them.
- Your load-in date/time is: 5/30/20 between 6:00 am – 7:00 am; your load-out date/time is: 5/30/20 between 5:00 pm – 6:00 pm. Please note you will not be able to leave your vehicle on the loading dock for the duration of the conference/event. Once all items have been unloaded, vehicle will need to be moved to the designated parking location.
- UVM may require a health inspection certificate (for vendors with food) from the State of Vermont and/or a certificate of liability insurance, listing UVM as an additional insured; your conference/event organizer will communicate any required documents. Prior approval from UVM is required for all food/beverage sampling/sales. Alcohol sales and samples are not permitted on campus; alcohol producers may take order forms from customers on site and ship at a later date.

**Directions to Davis Center Loading Dock:**
*From downtown:* Travel east (up the hill) on US Rte 2/Main Street. Pass the University Green (it will be on your left and between South Prospect Street and University Place). At the second traffic light past the Green, turn left. Take an immediate right down into the loading dock.
*From the highway:* Take Exit 14W, travel west on US Rte 2/Main Street/Williston Road. Pass the Davis Center (large brick building on the right). Turn right at first traffic light after building (7th light from the highway). Take an immediate right down into the loading dock.

I have read the Vendor/Exhibitor Information, understand and agree to the University Policies, and provided the most accurate information possible.

Name (please print): __________________________________________________________
Title: _______________________________________________________________________
Company/Organization: ________________________________________________________

Signature ___________________________ Date ______________________

Please upload completed form during registration.