

Vendor Information

American Bamboo Society's Annual Meeting & Convention Lurie Education Center, San Francisco Zoo November 7 & 8, 2008

The Northern California Chapter of the American Bamboo Society invites you to be a vendor at the Annual Convention at the San Francisco Zoo. The Vendor Areas are in the front and side courtyards of the Lurie Education Center which is located near the front entrance, and is open to the public. This allows your wares to be sold to visitors of the zoo and bamboo enthusiasts, in addition to convention attendees.

There are two one lane roads that allow access to the Vendor Areas for downloading but only a few vehicles will fit at one time. Therefore, bringing a cart will facilitate unloading from the road or parking lot. There is plenty of curbside room for downloading near the Lurie Education Center (called "Education Center" on Zoo map). Free Parking is available to vendors and overnight parking is allowed. Free coffee and donuts will be available to vendors at the hospitality table inside. Lunch will not be provided for free unless you are a registered convention attendee so please plan accordingly. There are food vendors nearby as well as a grocery store within one mile of the zoo.

There is a \$50.00 service fee per booth space if you are not registered for the convention

All vendors must supply the NCCABS with a "Proof of Liability Insurance Form" or a "Hold Harmless" Form. If you have business liability insurance please contact your carrier and have them send a "Proof of Liability Insurance Certificate" to the address below. The certificate needs to include as **"Additional Insured"** the following information:

**The Northern California Chapter of the American Bamboo Society
480 West "I" Street
Benicia, CA 94132
For Annual Bamboo Conference on Nov. 7 & 8, 2008**
**Located at: San Francisco Zoo
1 Zoo Road
San Francisco, CA 94132**

Vendors without business liability insurance need to complete the "Hold Harmless" Form as well as the Vendor Application Form.

Set up starts at 8:00 AM on Friday, November 7th, and should be complete by 10:00 AM. You may leave tables and displays up overnight but valuables should not be left in your booth. **You must vacate your space no later than 4:30 PM on Saturday, November 8th.** (The boat cruise is at 7 PM in a different part of town.)

Vendor spaces are approximately a 10' by 10' space, but may vary due to number of vendors participating, and the shape of the paved outside areas. Vendors must provide their own tables and canopies and any other display equipment. All vendor equipment must be sturdy and pop-up canopies must be weighted down securely. **Rain and strong winds may occur at this time of year**, so vendors should plan accordingly. All spaces must be kept clean and all trash picked up before vacating space. The ABS reserves the right to demand removal of any equipment deemed unsafe or blocking access. If you have special needs or questions, **contact Carol Morse, Vendor Coordinator: (510) 222-9438, email: terrav@comcast.net.**

Send your completed application, insurance form and \$50 fee to:

The Northern California Chapter of the American Bamboo Society
480 West "I" Street
Benicia, CA 94132

If you have materials for Display only, space is available for free to conference attendees. **Display Only Areas** are inside and space will be limited to tabletop displays no taller than 4 feet which must be self standing and secure. **No tablecloths are allowed inside unless they are fire retardant rated.** Display areas space will be divided up as needed so that everyone who wants to display materials will have a spot. This means that you may be asked to move or downsize your display in order to accommodate everyone. Please keep your display area neat and feel free to restock your display when needed. **You are responsible for removing your display materials by 4:30 PM, Saturday, November 8th.** If you have questions about the Display Only Areas, contact Carol Morse, Vendor Coordinator: (510) 222-9438, email: terrav@comcast.net.