

Vendor Registration Form

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

Business Name					
Seller's name(s)					
Address					
City		State		Zip Code	
Phone Number					
Email					
Member Chapter					
Type of Insurance Form (check one)	<input type="checkbox"/> Certificate of Liability Ins. Form	<input type="checkbox"/>	<input type="checkbox"/> OR "Hold Harmless" Form	<input type="checkbox"/>	

Space fee: \$50 if not registered for conference. Send check made out to NCCABS to address listed below. Parking is free to vendors. Free coffee and pastries will available to vendors.

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.

Vendor's Space is outside and 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, 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. The ABS reserves the right to demand removal of any equipment deemed unsafe or blocking access. Set up time begins at 8:00 AM on Friday, November 7th. You may leave tables and displays up overnight but valuables should not be left.

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.) All spaces must be kept clean and all trash picked up before vacating space. If you have special needs or questions, **contact Carol Morse, Vendor Coordinator: (510) 222-9438, email: terrav@comcast.net.**

All vendors must supply the NCCABS with "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" 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 and Return with application and \$50 check. (No fee for conference attendees).