

Steubenville of the Rockies Marketplace Policies

- Merchandise sales are allowed at Vendor booths only.
- Vendors are individually responsible to collect and pay any required local and state taxes on merchandise sold.
- Distribution of merchandise or information is allowed within the confines of the booth space only!
- Vendors are responsible for providing their own change and start-up money.
- Drawings and giveaways are allowed as long as there is no entry fee or cost for eligibility before or following the event.
- The information distributed at your booth must be exclusively about your business/organization.
- All Marketplace Booth personnel must check in and out at the Archdiocese of Denver table.
- Vendors and Exhibitors may not have more than 2 booth personnel at any given time unless they are a Premium or Elite Vendor with multiple tables.
- All booth personnel must have a Vendor Pass. If additional passes will be required during the weekend because personnel will be rotating, they must be purchased in-advance of the conference weekend for \$60.00 per pass.
- The Archdiocese of Denver reserves final authority regarding content of the booth and reserves the right to approve or remove literature or materials at their discretion.
- The Archdiocese of Denver reserves the right to assign booth locations.
- If music is played at your booth, the volume is to be kept to a reasonable level so as to not interfere with other exhibitors.
- Vendors and Exhibitors must provide their own power cords, as needed for electricity.
- The Archdiocese of Denver is not responsible for any lost, stolen, or damaged property belonging to any vendor or exhibitor, for any reason.
- Sub-leasing of booths is not allowed.
- All booths are to be kept reasonably clean and clear of clutter.
- Vendors and Exhibitors must adhere to the assigned setup and tear down times, as well as the scheduled Marketplace operation times.
- Vendors and Exhibitors are responsible for their own lodging.
- All Marketplace Booth personnel agree to comply with the Steubenville of the Rockies Vendor Code of Conduct.

Guest Policy

Anyone who is not preregistered to run your Marketplace booth WILL NOT be allowed into any areas of the event site at any time during the weekend. Vendors and Exhibitors must wear proper conference identification (lanyards) at all times.

Infants and Children Policy

Although we strongly support Catholic family life, our staffing, facility restraints and insurance regulations do not allow us to provide childcare. The focus of all adults at our conference needs to be on the youth participants. With the best care of the youth in mind, infants and children are not allowed at the conference.