

ESPRIT CONFERENCE RESOURCE PROVIDER POLICIES AND GUIDELINES

1. The number of rooms available in the Resource Mall are limited so each room will be divided into one, two or three sections by the Resource Mall Coordinator depending on specific needs of each provider. Special requests such as the use of a full room space need to be approved by the Resource Mall Coordinator.
2. Providers are responsible for booking their own sleeping rooms through the Red Lion Hotel or alternative lodging if applicable. Book your room with the Red Lion Hotel early in order to get the ESPRIT rate. Because of the large number of Resource Providers, all beds will be removed in order to maximize place. If you plan on using a Resource Mall room as your sleeping quarters, rollaway beds are available from the Red Lion hotel for a minimal cost to the provider.
3. There will be no registration fees charged to Providers. Each Resource Provider will be offered one free meal to an event of their choosing which must be checked on the Resource Provider Registration Form. Additional meals to the same or any other event for the Provider or their assistant/s must be purchased and be indicated on the Registration Form. The meal prices are based on the amount charged to ESPRIT by the caterer.
4. **Advertising.** Each Provider is responsible for signage for the Resource Mall room to which they are assigned and it must be attached or placed in such a way as to not damage hotel property. For the safety of all, it must not intrude/block the hallway or in any way be a hazard to hotel guests or staff. Remember there are other hotel guests besides ESPRIT attendees so any signage must be tasteful and appropriate for all ages. The ESPRIT Conference website is available to you for web links <http://www.espritconf.com/> product and/or services ads/promotions, banners etc. To place ads and/or a bio page go to the ESPRIT website <http://www.espritconf.com/contact.html> link where you will find the contact info for the Web mistress who will guide you through the process.
5. All providers are responsible for transportation and/or shipping costs for themselves and their products/equipment.
6. No food, drink or services are to be charged to the Resource Mall rooms.
7. To ensure variety and availability of products and services for attendees of the conference , ESPRIT will not guarantee exclusive product or service rights to any provider.

Sign and date below indicating you have read and agree to the terms of the ESPRIT CONFERENCE RESOURCE PROVIDER POLICIES AND GUIDELINES.