

1. Seminar Location
  - a. Seminars will be conducted at the Clubhouse, or Small Clubhouse. If camp-side, then special permission will be required from the vendor coordinator.
2. Equipment Provided
  - a. Power, Sound System, Projector and Projector Screen are available. Please bring your own computer to hook up to our projector (Cable type: HDMI). Unless presentation is camp-side.
3. Seminar Lengths
  - a. Each seminar length will be listed on the Rally Schedule, with a small break and transition time for the next seminar.
  - b. Please arrive for your presentation 15 min ahead of scheduled time to ensure swift transitions between speakers.
  - c. If time allotted is not enough for adequate Q&A we encourage you to prompt attendees to visit your booth for continued Q&A post presentation.
4. Presentation Materials
  - a. Vendors who would like to post their materials, handouts and/or power point on the Pac NW Rally website, please email to: [tickets@rally4pacnwrally.com](mailto:tickets@rally4pacnwrally.com)
  - b. Be aware: uploading of materials will occur as time allows, so early submissions are highly encouraged.
5. Seminar Cancellation
  - a. If for some reason you have to cancel your seminar, please let one of the PNW Rally Committee Members know (Contacts below) as soon as possible to allow for filling that time space with another seminar.
6. Vendor Table/Booth Attending Times
  - a. Vendor Row consists of designated area for vendor rigs in spaces. Vendors are encouraged to set up your display in front of your rig with your own table and chairs as well as a canopy tent if so desired.
  - b. There will be a designated area for vendors without rigs. Some tables and chairs may be available. You can provide your own popup canopy for branding purposes if desired.
  - c. Vendor Row times vary, check PNW agenda for hours. You can choose your own hours between this period. You are welcome to schedule personal meetings between customers and you.
  - d. The PAC Northwest Rally is not responsible for any lost or stolen items from your booth/display.
7. Vendor Fees
  - a. We do not charge any type of booth fee (beyond rally registration fee). We ask you to provide rally attendees a discounted price as compared to your normal retail price outside of rallies, etc.
8. Vendor Swag and Giveaway Gifts
  - a. We ask that you give some sort of gift away.
    - I. Option 1 is to give an item or items during your presentation.

- II. Option 2 opportunity is to raffle an item to attendees who visit your booth.
  - III. **Provide** a raffle/auction item to the PNW Vendor Committee to be given away via a raffle, auction, etc. Contacts below.
9. How can we help promote you!
- a. Your success at our rally is our goal, we want you and your company to come back and participate in our future rallies!
  - b. If you have donated and or are presenting at the PAC NW Ally Rally your company will be shown in our sponsor pages (Website rally4pnwallies.com) and also recognized at the rally in many ways.
10. Evenings are for dinner and socialization. **You are encouraged** to participate in the evening events.
11. The PAC Northwest Rally is not responsible for any lost or stolen items from your booth/display. Caution: Gusts of wind are possible, so please secure leaflets, handouts and other display materials, especially when not present at your booth.
12. Vendor Social
- a. Date and time of social is TBD and will be listed in the rally agenda, attendees will be directed to join vendors at Vendor row for evening mingle time.
  - b. **HIGHLY RECOMMENDED**, We encourage vendors to set up evening snacks, deserts or night caps to help draw attendees to your site. This is also a great time to share information about drawings, prizes or specials you are offering during the rally.
  - c. This is a social event, the anticipation is to have a great time, meet people show your goods, build anticipation for your presentation, but not the time for any hard sales, you will have plenty of time for this throughout the course of the rally
13. Social Conduct While Presenting
- a. Please refrain from use of profanity
  - b. Avoid politics
  - c. Be kind and courteous
14. Vendor times and Events
- a. Monitor the Rally Schedule at <https://rally4pnwallies.com/ready-set-rally> for current presentation times and daily vendor row activities.
  - b. Vendors can hold special events at their vendor booths and post schedules for attendees.

If there is something we can do to help you, please let us know and we will do our best to accommodate. POCs are John Tyer (916.367.1342) or Jeff George (808.927.7196)