

OSA Convention 2018

Market Place



Presents

July 5th, 49th OSA Convention 2018 – Market Place

Dear Sir/Madam,

On behalf of Odiya society of America (OSA), We would like to request you to take part in our 49th OSA Convention. Enclosed are more details on how you can become our vendor for "Market Place". Please fill the attached application and send us **on or before March 1st, 2018**. As you know we are a volunteer organization, timely entry will help us organize the event day better so we can ensure your experience with us enjoyable. More details outlined in the later sections.

We look forward to have you and your organization for the 49th OSA Convention in Detroit.

Sincerely,

Nutan Satapathy

Chair (Exhibits) | OSA Convention

Phone: 734.709.5621

Email: exhibitionbooth@osa2018.org

Diptikanta Sandhibigraha

Co-Chair (Exhibits) | OSA Convention

Phone: 319.671.2321

Email: exhibitionbooth@osa2018.org

www.odishasociety.org / www.osa2018.org

www.facebook.com/osaconvention2018

Phone: 734-709-5621 Email: exhibitionbooth@osa2018.org

Terms & Conditions

As a participating vendor in the 49th OSA Convention 2018, I/we agree to the following terms.

1. I/we, as vendor(s), am/are responsible for bringing extra chairs, tables, Banners, Banner stands and supporting inventory to help one's setup. However OSA will be responsible for setting up the booths.
2. I, as a vendor, am responsible for any damage to the rented items from 49th OSA Convention 2018 & will be charged penalty for any/all damages to cover cost of repair or replacement.
3. **All Vendors:**
 - a. Vendors must be at the event site and get their booth/area set up and ready sharp by 10am on July 6th. Thereafter, representatives of 49th OSA Convention 2018 will inspect the area to ensure safety & compliance.
 - b. You are encouraged to decorate/personalize your space/booth/corner as you please, as long as you follow the guidelines of safety, license requirement & vendor requirement of the convention area.
 - c. All vendors must follow the guideline of the city license department.
 - d. There will be NO REFUNDS in the event of rain or no-show by any vendor. Payment is non-refundable.
 - e. All vendors agree to keep the immediate area around their booth, tent, and shelter house and free of clutter. All vendors agree to conduct themselves appropriately. All vendors further agree that they will comply with any and all requirements of the, Detroit Fire Department, Detroit Police Department, Detroit Health Department, and OSA.
 - f. Final submission date for all Market Place Application form accompanied by full payment is **May 1st, 2018**
 - g. Any/all fines or penalties (if at all), for example: licensing, or bad/bounced checks, will be Vendor's responsibility. Vendors must agree to pay the penalty to OSA.
 - h. **Alcoholic beverage / carbonated water (soft drinks), except ethnic beverages, are not allowed to be sold.**
4. Merchandize/Services (Income booth):
 - a. If you are clothing or jewelry vendor, we recommend you to have a mirror placed for your customers to try on. (This will help your sales, as people like to spend time seeing how they look in those items). Privacy for trial room is your responsibility. Please make sure you use your judgment.

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5. 49th OSA Convention 2018, its directors, and members, shall not be responsible for any injury or loss, or legal action that may arise or come to the vendor, his/her employees or his/her family for personal injury; for damages or loss of his goods or property (including automobiles, vehicles, exhibits, equipment and all other personal property); for injury to the public for any cause whatsoever while said premises are being used under this agreement. The vendor agrees to save and hold the 49th OSA Convention 2018, its directors, and members harmless from any such liability out of his/her exhibiting at the 49th OSA Convention 2018. All insurance must be paid for and held by the vendor, including set-up.
6. Only members of the OSA and it's board of directors may allocate space and determine the location of vendors.
7. All decisions of the OSA and its directors, members are final. 49th OSA Convention 2018 has a right to change a decision.
8. This contract does NOT grant any vendor the right to exclusively exhibit or sell any items, goods or services.
9. **STRICTLY NO HAWKING OR PEDDLING** –*The 49th OSA Convention 2018 has a strict policy of not allowing any **PUSH SALES** in any form what so ever. No hawking or peddling is allowed. Be it items such as CDs, DVDs of near and dear or individuals planning to take advantage of friend's booths to PUSH their products or agendas will not be entertained at 49th OSA Convention 2018. Everything comes through booth ONLY.*

Important Dates For Your Planning

1. **5/01/2018** – **Last day of submission** for Market Place Application & payment
2. **6/1/2018** – Vendor communication back from 49th OSA Convention 2018 to Vendors about Confirmation of acceptance of the vendors application
3. **7/05/2018** – First time booth setup at FPAC from 5pm to 10pm (optional)
4. **7/06/2018** – 49th OSA Convention 2018 event day
 - i. Reach venue early **by 7.30am**
 - ii. Setup your area **by 10am**
 - iii. **No set up after 10.30am**

Intent of This Request is to Ensure That

1. You receive all the support and facilities you need to be your best
2. Your experience with us is pleasant &
3. Overall experience is positive, professional & unforgettable for you & all our audience/customers.

Checklist

- I have read & agreed the terms & conditions
- I have filled the Market Place Application Form
- Placed a check for appropriate amount made payable to “OSA”**
- Sent the check to the **address:** 17247 Crestbrook Dr., Northville, MI 48168

Market Place Application Form

VENDOR NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____

WEBSITE (If Any): _____

Have you participated in OSA Convention in the past years?

Choose one. Yes. Year _____ No

Check the below appropriate option(s):

Booth*	Selection	Category	Two Days Rent	One Day Rent	Advert. Only
	<input type="checkbox"/>	Clothing	\$500		
	<input type="checkbox"/>	Artificial Jewelry	\$500		
	<input type="checkbox"/>	Gold/Diamond	\$2000		
	<input type="checkbox"/>	Arts 'n' Crafts	\$400		
	<input type="checkbox"/>	Realty	\$500	\$300	
	<input type="checkbox"/>	Insurance	\$500	\$300	
	<input type="checkbox"/>	Spiritual	\$300	\$200	
	<input type="checkbox"/>	Literature	\$300	\$200	
	<input type="checkbox"/>	IT Consulting (Donations)	\$200		
	<input type="checkbox"/>	IT Consulting (No Donations)	\$500	\$300	
	<input type="checkbox"/>	Other	\$500		
Total			\$		

* Any donation or monetary collection will place this category of No Sales Shop into a Sales shop/Income Booth

* For Advertisement pricing options in our Souvenir please click on this link :

http://osa2018.org/donate_now/index.php

* **Booth Sizes - 10ftX10ft, 10ftX15ft, 10ftX20ft.** Small sizes are also available.

* If renting from Convention facility, please add those amounts to your total payment due

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Describe the purpose of the booth:

Describe any assistance you may require from OSA:

Other Information:

Check enclosed for amount: \$ _____ with check number _____

- Make the check payable to: OSA**
- Please mail the Market Place Application form & Check to: 17247 Crestbrook Dr., Northville, MI 48168
- For convenience, you can also send scanned copy of the application to exhibitionbooth@osa2018.org, if you choose.

I confirm that I am an authorized agent/owner or representative of the above business or company. I understand, OSA is engaging us/our company as a “Vendor” to either sell our product, and services to the public; or communicate awareness. This is not an employment relationship. THEREFORE, in consideration of the premises and the mutual covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I hereby agree to the terms and conditions of this contractual agreement. OSA has final right to change any decision with or without reasons or communication.

Authorizer’s Name: _____

Signature: _____

Date: _____

We look forward to see you at the 49th OSA Convention 2018. Thank you!!!

Sincerely

Nutan Satapathy

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