

# Fusion Evolution 2023

## Vendor Agreement

Event promoters: Blue Lotus Tribe NFP  
Contact person: Wendy Pastrick  
Phone: 630-800-9319  
Email: vendors@fusionrevolution.com

Event Dates: Friday, June 23-Sunday 25, June, 2023  
Location: Westin Chicago-North Shore  
601 N. Milwaukee Ave.  
Wheeling, IL 60090

### Vendor fees:

Vendor Room Space allotment	Space #s	Qty	Price
Standard space - CENTER (Approx 50 sq ft -85"x85") These will be assigned upon payment. Double spaces available here only.	11-22	12	\$200
Standard space - WALL (Approx 50 sq ft - 108"x66") These will be assigned upon payment. No Doubles along the wall.	1-10	10	\$200
Trunk Show Table Only - a single 6' table only provided no racks or other displays (May be in the hallway)	TBD	6	\$125

Vendor fees are set for the entire weekend of classes and shows. There are no day rates. Vendors may load-in starting at 9am on FRIDAY (we will try to get an earlier time for you if we can). All vendors must be open by Noon on Friday. Vendors must be packed and gone by 5pm on Sunday. **FAILURE TO BE OUT IN TIME WILL CAUSE BLUE LOTI DANCE TO BE CHARGED EXTRA BY THE VENUE AND WE WILL REMEMBER IT NEXT YEAR.**

**Vending Room Spaces:** Due to space considerations, there is a maximum of 2 standard size spaces per vendor. You cannot mix a Center space with a Wall space. **Doubles cannot be guaranteed due to new space requirements** and seniority will be taken into consideration for all requests. Six foot tables with white table cloths will be provided upon request with no additional charge. Vendors booking Standard Spaces may bring clothing racks or other display items as long as they will fit within the vendor borders. Chairs will be provided.

**Trunk Show Spaces (one six foot table):** Due to space considerations only one space per vendor can be purchased. Only one six foot table can be used, no additional tables or clothing racks will be allowed. A six foot table with a white tablecloth will be provided for free and chairs.  
**ALL MERCHANDISE MUST BE REMOVED DAILY - we will not be able to secure any tables overnight.**

Blue Loti Dance and the Westin Chicago-North Shore assume no responsibility or liability for your wares at any time.

### Reserve Vending Spot:

**Last Year Vendors:** You will submit your request by March 1, 2023. We will then send you an email confirmation along with payment information by March 15th. Payment for your space is due March 30th. If your space is not reserved and paid for by this date, we cannot guarantee to hold it for you.

**Additional Vendors:** We will send you an invite to vend on or just after April 1st for any remaining spaces. You will then submit a request for a space. We will send you an email confirmation of acceptance along with an invoice. All vendor fees are due by May 1st or you may forfeit your space to a vendor on our wait list.

Please note that at no time can we guarantee that a space will be available for you, so it is important to reserve your space early. When they're gone, they're gone.

**CANCELLATION POLICY:**

*All vendor spaces and fees are non-refundable.*

**There are no refunds for cancellations or no-shows. Once your purchase reservation is received, your company name and website will be added to the list of vendors on the event's website.**

**PAYMENT**

You will receive an email within one week of receipt of your payment confirming your funds have been received and that you are officially on the Fusion Evolution 2022 vendor list.

**Arrival/Departure times and business hours:**

Thurs	Friday	Saturday	Sunday
<b>NO ACCESS</b>	Setup begins at 8am.  Vendor Room officially opens by noon - earlier if everyone is in place.  Workshops run from 9am to 5:30pm with breaks  Friday's showcase doors open at 7:30 and the show begins at 8:00, to run approx 2-3 hours.	May be open from 8am to midnight  Workshops run from 9am to 5:30pm with breaks  Saturday's show doors open at 7:30 and the show begins at 8:00pm, to run 2-3 hours.	May be open from 9am to 5pm  Workshops run from 10am to 4pm with breaks  Must be packed and out of your vendor space by 5pm. Failure to be out in time will cause Blue Loti Dance to be charged extra and we will remember it next year.

The vending room will be located in one half of the Botanic Ballroom. The air wall will be at least partially open to the other half for the Showcase events.

**Vendor Guidelines:**

Vendor spaces will be marked by booth number. Vendors will know their booth number in advance of the event. Any tables requested by the vendor will be in or near your space when you arrive. Spaces are not to be altered in any way without permission from the Fusion Evolution producers, although vendors may set up their displays within their space however they wish. **ALL VENDORS MUST TAKE CARE TO STAY WITHIN THEIR BORDERS TO ALLOW FOR EASE OF TRAFFIC FLOW and ADHERE TO LOCAL FIRE SAFETY AND SOCIAL DISTANCING REGULATIONS.**

Vendor merchandise must be price marked clearly, either by item or by grouping with a sign on your display. You are welcome to apply your standard discounts to these prices, but everything must have a visible price mark that the customers can easily find.

Vendors must have a representative at the booth during all selling times. If your booth has to temporarily close for any reason during selling hours, you must cover your wares with a sheet and secure your cash box or find someone to watch over your space while you are away. The Fusion Evolution staff and volunteers are not available to do this. Closing your booth during selling hours is at your own risk.

Anyone working a vendor booth who also participates in the workshops must pay to take the workshops and either cover their booth or have someone staff or watch their space. Please note that the vendor spaces are outside of the classrooms and show area.

Vendors are responsible for load-in and load-out of merchandise and for setting up their own displays. We have a dedicated loading dock that you will be directed to when you arrive. Vendors may not load-in through the public entrances to the Westin conference center.

The vending room will be locked and secured overnight. This is a courtesy security measure and not a guarantee. Blue Loti Dance and the Westin Chicago-North Shore assume no responsibility or liability for your wares at any time.

Vendors are responsible for charging applicable sales taxes on merchandise and for reporting any income gained through this event, according to the laws of Illinois and the vendor's home state.

Vendors may not hold the Westin Chicago-North Shore, Blue Loti Dance, or any of their representatives responsible for any theft, loss, or damage to vendor merchandise or property.

**Evening Shows:**

Most vendors find it advantageous to remain open during the evening shows. All the same guidelines as noted above remain in effect during these hours as regards leaving your booth unattended.

Vendors will receive a full weekend Show Pass for no additional fee. A maximum of two passes may be given for any single vendor contract.

**Questions on vending? Email Wendy at [vendors@fusionrevolution.com](mailto:vendors@fusionrevolution.com)**

**Visit for these details on-line**  
<http://www.fusionrevolution.com/vendor-agreement-and-payment.html>