



## Inspiration for Instruction Vendor Agreement

Thank you for your willingness to join us in support of Oklahoma educators!  
The mission of Inspiration for Instruction is to provide Oklahoma educators with high-quality, relevant professional development at no cost to schools or teachers.

**Inspiration for Instruction is not associated with any district, company, political group, or program.  
We are simply educational leaders dedicated to supporting Oklahoma's teachers.**

By submitting a request to host a resource table, you agree to support the organization's goals and beliefs. Prior to submitting a request, ensure that your services, products, or publications comply with the guidelines below. At this time, requests from companies competing in the current Oklahoma textbook adoption will not be accepted. No vendors will be permitted without prior approval.

- The services, products, or publications you promote are designed to meet the professional and practical needs of educators.
- Your organization has obtained all necessary proprietary rights for the products and publications promoted at your table (including any copyright, trademark and privacy rights). Your products and publications are factually accurate, and contain nothing defamatory or otherwise unlawful. You have obtained all necessary permissions or licenses from any individuals or organizations whose material is included or used in your products or publications.
- You confirm that you are authorized to represent your organization. You grant Inspiration for Instruction permission to use your name, logo, photograph and organization affiliation in connection with the promotion of the conference.
- You agree to not engage in any type of disparaging discussion of individuals, organizations, political parties, school, district, or state/national laws while participating in Inspiration for Instruction events.
- You will be provided a six-foot table, tablecloth, and chairs for the people manning the table. Inspiration will attempt to accommodate additional needs (such as electricity or wifi) upon request.
- You understand that you are responsible for all travel arrangements and expenses that you incur.
- In lieu of rental or registration fee, vendors (for-profit organizations) agree to donate door-prizes to educators who attend the conference. The donations may be given to Inspiration for Instruction for inclusion in the general session door-prizes or distributed through a prize drawing at your resource table.
- In lieu of rental or registration fee, non-profit support organizations agree to provide giveaways to educators who visit their resource table. These items may include printed information and/or promotional items for the organization that benefit educators.
- You will be responsible for set-up and take down of your display materials. Inspiration team members will assist when possible, but may be assigned other duties on the day of the event. You may set-up your display the evening prior to the event (4-6pm) or the morning of the event (1 ½ hours) prior to the opening session. Care should be taken to avoid damage to the building, tables, and equipment provided.
- You are solely responsible for obtaining the appropriate licenses or permits as required by law, collecting and remitting sales taxes, and complying with any other legal business requirements prior to selling any products.
- Neither Inspiration for Instruction, nor the host school, nor the employees, officers, agents, directors, or representatives are liable for any damages or loss that may occur to the exhibitor or to the exhibitor's employees or property. Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor, on submitting this request, agrees to indemnify and hold forever harmless the aforementioned for any and all liability and expense for personal injury, accident, or property damage from fire, theft, destructive causes, or loss arising out of, in, at, or in connection with the conference.
- You agree to notify us immediately if an emergency prevents you from hosting the resource table.

**We appreciate your professionalism and dedication to helping Oklahoma's educators!**