

Supplier Showcase and Safety Fair terms and conditions:

K-State Purchasing

- Kansas State University's Supplier Showcase and Safety Fair is hosted and coordinated by the Division of Financial Services-Purchasing Office and Environmental Health and Safety. The fair committee reserves the right to make rules and regulations as necessary to ensure the success of the fair, and to change and amend them periodically. The fair committee's interpretation of these rules and regulations shall be final and conclusive.

Registration

- Any revisions to an organization's current registration must be made by contacting the K-State Purchasing Office at 785-532-6214.

Financial Obligations and Refunds

- Exhibitors are responsible for any additional services added after the initial registration and payment has been received.
- All booths will cost \$400.00 and we need vendors to register by October 15, 2019.

Contingencies

- The University reserves the right to cancel this contract in case the premises are destroyed or damaged as to render them unfit for the event, by fire or the elements or any other cause, or any circumstances beyond the control of the Supplier Showcase and Safety Fair committee making it impossible for fulfillment of this contract.
- If Kansas State University closes due to inclement weather in the Manhattan, Kansas area or other unforeseen campus emergencies occurs, this event will be cancelled.
- Upon cancellation of the event by the university, the Exhibitor's registration fee will be refunded and the University is to be released of any and all claims for damages, lost costs, or expenses sustained or incurred by the Exhibitors.
- Consult the following for official news of a university closing: K-State website (www.ksu.edu), 1350 AM KMAN Radio, Division of Financial Services – Purchasing Office (785-532-6214).

Installation and Removal of Exhibits

- Exhibits are to be installed and removed at the expense of the Exhibitor.
- No exhibits shall be installed until booth payment for the space reserved has been presented.
- All exhibits need to remain in place until after the official closing of the fair at 2:00 p.m., November 5, 2019.
- All exhibits, displays and other materials and property of the Exhibitor need to be removed before 5:00 p.m. on November 5, 2019.
- The University recommends you bring your own extension cords, power strips, and equipment.
- Vendors who are attending the Supplier Showcase and Safety Fair may ship their materials in advance. Please add the name of the event on the package, so Kansas State Student Union knows what they pertain to.
- Send materials no more than a week prior (October 28, 2019).
- If you want your materials returned, you must put a return label on the box.
- Please ship materials to the following address:

Kansas State Student Union
Supplier Showcase/Safety Fair
214 Director's Office
918 N. 17th Street
Manhattan, KS 66506

(Materials may be shipped after October 28, 2019)

Use of Space

- Exhibitor will be provided one 6' table and two chairs in approximately 10' (width) of space.
- Exhibitor should note on registration form the type of display (i.e. table-top, floor display, etc.) and special requests for committee's use in assigning booth spaces.
- Disturbing noises or forms for attracting attention to an exhibit which are objectionable to the fair committee will be excluded.
- All decorations must be flame-proofed or be of fireproof material. Fire exits must be kept open at all times.
- All aisles must be kept clear of exhibit material.
- Nails, tacks, screws, or tape may not be used on the building walls or pillars.
- All Exhibitors are asked to work in front of their table.
- Prizes and/or giveaways should be listed on the registration form.

Liability and Insurance

- The Supplier Showcase and Safety Fair committee shall not be responsible for the loss, theft or damage of or to the property of the Exhibitor. Exhibitor waives any claim against the fair committee, Kansas State University, and the State of Kansas and its employees for liability, loss or damage to the Exhibitor's property.
- The Exhibitor agrees to provide insurance for personal injury and property in such amount as the Exhibitor deems adequate to protect his/her interests and property.

Observance of Law and Regulations

- The Exhibitor shall observe and comply with all Federal, State, and Municipal laws, charters, ordinances, rules and regulations. The Supplier Showcase and Safety Fair will be promoting Kansas State University's contract vendors, which allow employees to meet Kansas State University's contract representatives.
- The Exhibitor shall observe and comply with all applicable Federal, State, and Municipal laws, charters, ordinances, rules and regulations as well as all applicable K-State policies and procedures. The Kansas State University Policies and Procedures Manual can be found at <https://www.k-state.edu/policies/ppm/1000/1020.html>.

Privileges

- In the event the Exhibitor does not occupy the space, the fair committee shall have the right to occupy the space in any manner it deems best.

Notice of nondiscrimination

Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the university's programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning the nondiscrimination policy is the university's Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801. Telephone: 785-532-6620 | TTY or TRS: 711. The campus ADA Coordinator is the Director of Employee Relations and Engagement, who may be reached at charlott@k-state.edu or 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277 and TTY or TRS 711.

Revised Aug. 29, 2017.

2323 Anderson Avenue, Manhattan, KS 66502 | k-state.edu/finsvcs

General Accounting
785-532-6202
Fax: 785-532-1305
Suite 500

Purchasing
785-532-6214
Fax: 785-532-5577
Suite 500

Fund Balancing
785-532-1838
Fax: 785-532-3640
Suite 600

Sponsored Programs
785-532-6207
Fax: 785-532-3640
Suite 600

Systems
785-532-2048
Fax: 785-532-3640
Suite 600