

# WOMEN'S RESOURCES INC

**"BUSINESSES SUPPORTING VENDORS"**



**APPROVED/PREFERRED VENDOR  
APPLICATION FORM**

Company Name	Contact Title
Address	Contact Phone
City/State/Zip	Fax
Contact Name	Name of SSN Owner
Contact E-mail	
Working E-mail	Number

**VENDOR  
CONDUCT AND RESPONSIBILITIES  
AND  
HEALTH AND SAFETY GUIDELINES**



R.E. ROCHESTER  
ENTREPRENEUR & NETWORK  
ON PURPOSE (NOP) CREATOR



ALISA ANDERSON,  
EXECUTIVE DIRECTOR

“We look forward to working  
with you.”

"Welcome, and thank you for your interest in joining our  
event as a valued vendor!

We are excited about the possibility of working together  
to create a memorable experience for all participants.

Your contribution is vital to the event's success, and we  
are here to support you.

If payment is not made, your spot will not be confirmed.

The booklet includes our ***Refund Policy Statement,  
Vendor Conduct and Responsibilities, and Health and  
Safety Guidelines.***

If you have any questions or need further assistance, do  
not hesitate to reach out."

# Refund Policy Statement

At Women's Resources Inc., we deeply value the support and collaboration of vendors like yourself in our mission to empower and uplift women in our communities. Your partnership enables us to organize impactful events and programs that create positive change.

We have established a no-refund policy for event registrations that aligns with our commitment to efficiency and sustainability.

We understand that unforeseen circumstances may arise, preventing attendance at our events.

Therefore, if you are unable to attend an event for any reason, we offer the following options:

1. **Transfer of Registration:** Your registration fee can be applied to an upcoming event hosted by Women's Resources Inc. Please note that this credit will expire one year from the originally scheduled event date you could not attend.
2. **Donation:** Alternatively, you may convert your registration fee into a donation to support our ongoing programs and initiatives. Your contribution will directly sustain and expand our efforts to serve and empower women in our communities.

# Refund Policy Statement

We sincerely appreciate your support and collaboration with Women's Resources Inc.

Your involvement is vital in advancing our mission, and we are grateful for your commitment to creating positive change.

I appreciate your understanding of our ***no-refund policy***, which enables us to continue making a difference in women's lives everywhere.

[Click here](#) to register as a vendor.

Sincerely,

Alisa Anderson  
Executive Director  
Women's Resources Inc.



# Vendor Conduct & Responsibilities

As a valued participant in our event, we expect all vendors to uphold the highest standards of professionalism and conduct. Your adherence to the following guidelines ensures a positive, respectful, and successful experience for everyone involved.

## **1. Professionalism:**

- Conduct business that reflects positively on the event and its organizers.
- Treat all event participants respectfully and courteously, including attendees, other vendors, and event staff.
- Address any conflicts or disputes with a professional demeanor and seek assistance from event organizers if **needed**.

## **2. Compliance with Laws and Regulations:**

- Ensure all business operations comply with local, state, and federal laws, including but not limited to sales tax collection, health and safety standards, and licensing requirements.
- Adhere to all event-specific regulations and guidelines provided by the organizers.

# Vendor Conduct & Responsibilities

## **3. Booth Operation and Appearance:**

- Keep your booth and surrounding area clean, organized, and visually appealing throughout the event.
- Set up and dismantle your booth within the designated times. Early breakdowns are discouraged to maintain the event's integrity and atmosphere.
- Ensure your booth or designated area is staffed by knowledgeable and courteous personnel during all event hours.

## **4. Product and Service Quality:**

- Offer only products and services that are good quality, safe, and appropriate for the event's audience.
- Accurately represent your products and services in all interactions and marketing materials.

## **5. Noise and Disruptions:**

- Keep noise levels from music, demonstrations, or any other activities at your booth to a reasonable level so as not to disrupt neighboring vendors or the overall event atmosphere.
- Refrain from using aggressive sales tactics or any form of harassment towards attendees or other vendors.

# Vendor Conduct & Responsibilities

## **6. Sustainability and Environmental Responsibility:**

- Strive to minimize environmental impact by reducing waste, using sustainable materials, and properly disposing trash and recyclables.
- Participate in any event-specific sustainability initiatives or programs.

## **7. Security and Liability:**

- Secure your booth, products, and belongings. The event organizers are not responsible for theft, loss, or damage.
- Assume full responsibility for any damages caused by your setup or operations to the event premises, other vendors, or attendees.

## **8. Feedback and Communication:**

- Provide constructive feedback to event organizers to help improve future events.
- Promptly communicate any issues or concerns with our staff or team members before, during, or after the event to the organizers.

**Please comply to avoid removal from the current and future events without a refund.**

**We thank you in advance for your cooperation and look forward to a successful partnership.**

Health

And

Safety



# Health and Safety Guidelines

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- Conduct business that reflects positively on the event and its organizers.
- Treat all event participants respectfully and courteously, including attendees, other vendors, and event staff.
- Address any conflicts or disputes with a professional demeanor and seek assistance from event organizers if needed.

## **2. Compliance with Laws and Regulations:**

- Ensure all business operations comply with local, state, and federal laws, including but not limited to sales tax collection, health and safety standards, and licensing requirements.
- Adhere to all event-specific regulations and guidelines provided by the organizers.

# Health and Safety Guidelines

## **3. First Aid and Emergencies:**

- Familiarize yourself with the location of first aid stations, fire extinguishers, and emergency exits.
- Report any accidents or emergencies to event organizers immediately.
- Have a basic first aid kit available at your booth.

## **4. Waste Management:**

- Dispose of waste and recyclables in the designated bins throughout the event space.
- Minimize waste by using eco-friendly products and packaging when possible.

## **5. Insurance and Liability:**

- Vendors are responsible for obtaining insurance to cover potential liabilities, damages, or losses incurred during the event.
- The event organizers are not liable for any injuries, illnesses, damages, or losses suffered by vendors, staff, or patrons.

# Health and Safety Guidelines

## **6. Compliance and Enforcement:**

- Vendors who fail to comply with these health and safety guidelines may be asked to make necessary adjustments or, in severe cases, may be removed from the event without a refund.
- Regular checks will be conducted to ensure compliance with these guidelines.

By signing the vendor registration form, you acknowledge and agree to adhere to these health and safety guidelines.

Our collective effort in following these guidelines will contribute to a successful and safe event for all participants.

Thank you for your cooperation and commitment to safety.

Thank you!

