

## **ESPRIT CONFERENCE RESOURCE PROVIDER POLICIES AND GUIDELINES**

1. The number of rooms and space available in the Resource Mall is limited so each room will be divided into one, two or three sections by the Resource Mall Coordinator depending on specific needs of each Provider. Special requests such as the use of a full room space need to be approved by the Mall Coordinator. **Also, each Provider will be allowed one assistant per room unless otherwise approved by the Mall Coordinator.**
2. Providers are responsible for booking their own sleeping rooms through the Red Lion Hotel or alternative lodging if applicable. Book your room with the Red Lion Hotel early in order to get the ESPRIT rate. Because of the large number of Resource Providers, all beds will be removed in order to maximize space. If you plan on using a Resource Mall room as your sleeping quarters you'll need to bring your own air mattress or rollaway beds are available from the Red Lion hotel for a minimal cost to you.
3. There will be no registration fees charged to Providers. **Providers will be allowed to purchase a meal to one event of their choosing. If any of assistants want to participate in any meal/events or classes which ESPRIT provides for Conference attendees they must pay normal registration fees. Many options are available. We do offer 1 day registrations and the fees vary depending on the day's events.**
4. **Advertising.** Each Provider is responsible for signage for the Resource Mall room to which they are assigned and it must be attached or placed in such a way as to not damage hotel property. For the safety of all, it must not intrude/block the hallway or in any way be a hazard to hotel guests or staff. Remember there are other hotel guests besides ESPRIT attendees so any signage must be tasteful and appropriate for all ages. The ESPRIT Conference website is available to you for web links <http://www.espritconf.com/> product and/or services ads/promotions, banners etc. To place ads and/or a bio page go to the ESPRIT website <http://www.espritconf.com/contact.html> link where you will find the contact info for the Web mistress who will guide you through the process.
5. All providers are responsible for transportation and/or shipping costs for themselves and their products/equipment.
6. No food, drink, long distance phone calls or services are to be charged to the Resource Mall rooms.
7. To ensure variety and availability of products and services for attendees of the conference , ESPRIT will not guarantee exclusive product or service rights to any provider.