

## Tier 1 Vendor Member Conference Benefits

October 7, 2013

Tier 1 Vendor Members are given certain conference benefits. Due to the popularity of the HSCG Annual Conference, and the possibility of sell-out situations, the following policies are established to ensure equity and fairness in administering the Tier 1 benefits at the HSCG Annual Conference.

### Conference Benefits

As part of their member benefits, Tier 1 Vendor Members receive two (2) conference registrations and two (2) Vendor Tables in the Exhibitor Room at the Conference.

Both the registrations and the vendor tables are non-transferrable and must be used by a direct employee of the Vendor Member's company. Benefits are for the current year's conference only and may not be held for or accrue to a future year.

### Use of Conference Benefits

Use of the Conference benefits is optional, not automatic. When a Tier 1 Vendor Member intends to use some or all of their conference benefits, they must:

1. Complete the "Intent to Use Conference Benefits" form (attached and available on the HSCG website), and then email, fax or mail the completed form to the HSCG office at:

Handcrafted Soap & Cosmetic Guild  
178 Elm St.  
Saratoga Springs, NY 12866

Phone: (866) 900-7627  
(518) 306-6934

Fax: (518) 306-6935

Email: [conference@soapguild.org](mailto:conference@soapguild.org)

2. Forms MUST be received by November 30<sup>th</sup> for the upcoming conference, and must specify exactly which benefits the Vendor Member intends to use.
3. Forms received after November 30<sup>th</sup> will be acted upon only if there is space and availability to provide the requested benefits, and is at the sole discretion of the HSCG Conference Director.

### Tier 1 Vendors Joining After November 30th

Tier 1 Vendor Members that join the HSCG after the November 30<sup>th</sup> cut-off date shall be given their conference benefits under the following conditions:

1. If the join date is between December 1<sup>st</sup> and February 28<sup>th</sup>, the Vendor shall have 14 days to turn in the "Intent to Use Conference Benefits Form".
2. If the join date is between March 1<sup>st</sup> and the Conference date, the Vendor must turn in the "Intent to Use Conference Benefits Form" within 48 hours of joining.

In either case, benefits shall be given on the basis of availability.

## Intent

It is the intent of the HSCG to fully accommodate the Tier 1 Vendors at the Conference. Every effort will be made to find space for both attendees and exhibitors. Vendors must note, however, that the closer to the date of the conference, the less likely it is that space will be available.

Approved October 7, 2013 by the  
Board of Directors

### History:

October 7, 2013      Original publication date

# Intent to Use Conference Benefits

**Instructions:** This form must be submitted by November 30<sup>th</sup> preceding the Conference (ie by November 30, 2013 for the 2014 Conference). Tier 1 Vendor Members joining after November 30, but before the conference must submit this form on the schedule outlined in the HSCG Policy *Tier 1 Vendor Member Conference Benefits*.

Email, fax or mail the completed form to the HSCG Office:

Handcrafted Soap & Cosmetic Guild  
178 Elm St.  
Saratoga Springs, NY 12866

Fax: (518) 306-6935

Email: [conference@soapguild.org](mailto:conference@soapguild.org)

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This is to notify the HSCG Conference Director that we intend to take advantage of our Vendor Tier-1 Member Conference Benefits, as follows:

## **Conference Registration Tickets**

We plan to send  **One (1)**  **Two (2)** attendees to the conference

Attendee #1:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Meal Preference:

Regular

Vegetarian

Vegan

Gluten Free

Attendee #2:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Meal Preference:

Regular

Vegetarian

Vegan

Gluten Free

## **Vendor Tables**

We would like to reserve  **None (0)**  **One (1)**  **Two (2)** vendor tables for our exhibitor display at the conference.

## **Tier 1 Vendor Member:**

\_\_\_\_\_  
(initial) I certify that Conference Registration Tickets are ONLY being provided to direct employees of the Tier-1 Vendor Member Company.

Company Name: \_\_\_\_\_

Member Number \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_