



STEM Con 2025 Booth Vendor Guidelines

Event Host: STEM It Up Sports

Important Notice:

Vendors acknowledge that completion of the application does not guarantee entry into the event. All applications must be reviewed and approved before acceptance is issued. STEM It Up Sports and its affiliates reserve the right to refuse any application that is deemed inappropriate for this event.

Vendor Exclusivity

- While STEM It Up Sports will make every effort to ensure a diverse range of vendors, vendors acknowledge that there is no guarantee of exclusivity for their products.

Photography Consent

- Participants grant STEM It Up Sports and its designated photographer's permission to use images of their booths for promotional purposes related to the event.

Types of Vendors

- **STEM Informational/Demo Vendors (Up to 20)**
- **STEM Engagement/Hands-On Vendors (Up to 20)**
- **STEM Product Vendors (Up to 15)**

STEM Informational/Demo Vendors

- Vendors advertising a STEM service or distributing information regarding their STEM business or how STEM is used in their business, civic organization, or non-profit (e.g., Technology, Engineering Firms, Health and Medical, Environmental Organizations, Science Museums, Robotics, Coding Organizations, Media Production, Local Universities and Colleges, School Districts, Non-Profit Association, Aquarium or Zoo Programs, Makerspaces, Astronomy or Space Institutions).
- Informational/demo vendors **MUST** provide a free handout of resources, educational session, STEM craft, game, or interactive activity to have a booth at the event.

STEM Engagement/Hands-On Vendors

- Vendors provide hands-on STEM activities and interactive experiences. The offerings should be original and engaging (e.g., robotics kits, coding challenges, science experiments, DIY STEM projects).
- STEM vendors **MUST** distribute educational materials and encourage participants to engage in hands-on activities at their booth space.
- Vendors should create an inviting environment that encourages exploration and curiosity, with demonstrations showcasing the principles of STEM in action.
- All activities must be age-appropriate and designed to promote problem-solving, teamwork and collaboration among participants, fostering a sense of community and shared learning.

STEM Product Vendors

- Vendors selling pre-made or commercial STEM-related products. A minimum of 40% of the items for sale must be educational or themed around science, technology, engineering, and mathematics, prominently displayed at the front of the booth space (e.g., science kits, educational toys, STEM books, robotics kits, engineering games).
- STEM product vendors **MUST** distribute informational brochures and encourage participants to explore and interact with the products at their booth space.
- Vendors should provide demonstrations or samples of their products to engage attendees and showcase how the items can enhance learning experiences in STEM.
- All products must be age-appropriate and designed to inspire curiosity and creativity in participants, promoting a love for STEM education.

Vendor Fees

- A **\$250 vendor fee** is required for a standard booth.
- A **\$500 vendor fee** is required for a VIP booth.
- VIP vendors are allowed a designated showcase to advertise to participants. Vendors will be advertised throughout the event and receive lunch for up to 3 guests.
- All fees must be submitted within **72 hours** of application approval. Fees can be paid online. Accepted payment methods include check and credit card (a 1% service fee applies for credit card transactions).

Set-Up & Tear Down

- Vendors will be notified a minimum of **1 week before** the event with their assigned location and set-up time.
- Vendors are required to be fully set up by **9:00 AM**.
- Electricity will be provided upon request. Small compact generators are welcome. Only food vendors will be permitted to bring large generators.
- Tables, chairs, or decorations will be provided. Vendors may bring their own items; all items must fit within a **10x10 space**. Division between you and the vendor next to you is your responsibility.
- All vendors are encouraged to decorate their space to represent the STEM theme of the event and to display STEM products at the front of their space.
- All vendor spaces will be inspected **30 minutes** prior to the start of the event. The inspector has the right to ask a vendor to leave if their space is not fully set up and they are not ready to sell or if the space is deemed unsafe.
- Vendors are not permitted to begin tearing down their booth before **7:30 PM** for any reason.
- After dismantling, vendors are responsible for leaving their exhibit space clean and must dispose of all trash in appropriate receptacles.
- Vendors acknowledge that application completion does not guarantee entry. All applications must be reviewed and approved before acceptance is issued. All fees will be returned in the event of a denied application. STEM It Up Sports and the City of Mansfield reserve the right to refuse any application deemed inappropriate for this event.
- Vendors acknowledge there is no guarantee of exclusivity for their products.
- Vendors acknowledge that this is an outdoor event and will make no claim against STEM It Up Sports or the City of Mansfield if the event is canceled, delayed, or curtailed due to weather.
- Vendors are responsible for the security of their materials within their space and shall assume full responsibility for all goods, materials, exhibits, displays, articles, and other tangible personal property before, during, or after the event. STEM It Up Sports and the City of Mansfield assume no responsibility for said items.

- Vendors are responsible for the security of their employees, contractors, staff, volunteers, and customers within their allotted space and shall assume all responsibility for any injuries, liabilities, or claims arising before, during, or after the event. STEM It Up Sports and the City of Mansfield assume no responsibility for such matters.
- Vendors are responsible for and agree to pay all costs of repair or replacement for any damages that may have occurred during the term of the event in the space occupied by the vendor.
- STEM It Up Sports reserves the unilateral right to interrupt or terminate the event in the interest of public safety or for any other reason deemed necessary. This includes, but is not limited to, actions necessary in the interest of public safety, health, and welfare as determined by any County, State, or Federal agency or its agents.

No Refund Policy for Vendors

STEM It Up Sports has established a no refund policy for vendors participating in STEM Con 2025. By submitting an application and paying the vendor fee, vendors acknowledge and agree to the following terms:

1. Non-Refundable Fees:

- All vendor fees are non-refundable under any circumstances. This includes situations such as vendor cancellation, inability to attend, or any other unforeseen events.

2. Cancellation by Vendor:

- Vendors who choose to cancel their participation will not receive any portion of their vendor fee back, regardless of the timing of the cancellation.

3. Cancellation by STEM It Up Sports:

- In the rare event that STEM It Up Sports cancels STEM Con 2025, no refunds will be issued. Instead, vendors may receive credit toward future events or a percentage of their fees, as determined by STEM It Up Sports.

4. Force Majeure:

- STEM It Up Sports is not liable for any refunds in cases of force majeure, including but not limited to natural disasters, acts of war, or government regulations, which may impact the event.

By participating in STEM Con 2025, vendors understand and accept this no refund policy. If you have any questions or require further clarification, please contact us at STEMCon2025@stemitupsports.com.

Thank you for your participation in STEM Con 2025. We look forward to a successful event!