



RIDGECREST

CONFERENCE CENTER

Ridgecrest Event Merchandise Sales Policies

For each event planning to sell merchandise at Ridgecrest, the following policies must be followed:

1. The event planner must obtain written permission from Ridgecrest (via this form being fully executed by both parties) to sell merchandise during the event.
2. The event planner must communicate these policies to each person selling items during the event. This includes, but is not limited to, speakers, authors, event faculty, and performers.
3. Ridgecrest-related items may not be sold without the written approval of Ridgecrest.
4. Ridgecrest reserves the right, in its sole discretion, to disallow the display and/or sale of any item at any time.
5. All receiving and delivery of merchandise by Ridgecrest is subject to Ridgecrest policies and package pricing.
6. Other than initial receiving and delivery of merchandise, Ridgecrest will not store and/or move merchandise.
7. Ridgecrest will not be responsible for providing cash change.
8. Ridgecrest will not be responsible for cash or merchandise left unattended.

Event Name

Event Date(s)

Event Planner Signature

Date

Event Planner Name (please print)

Ridgecrest Approval:

Ridgecrest Representative Signature

Date

Ridgecrest Representative Name (please print)