



# IPMS/USA

## 2018 National Convention

### Phoenix, Arizona



#### **VENDOR/MANUFACTURER REGISTRATION FORM**

#### **INFORMATION and INSTRUCTIONS**

- Please fill in all requested information as completely as possible.
- Vendor registration includes a single convention registration for the primary point of contact only. Two vendor badges will be available free of charge with the first table purchased. One (1) additional badge will be available for each additional table purchased. Additional Vendor badges may be purchased at \$5 each, and are good for the entire convention (assistants do not have to register for the convention).

**NO ONE WILL BE ADMITTED INTO THE CONVENTION WITHOUT A BADGE  
REPLACEMENT OF LOST BADGES WILL COST \$10**

- Vendor tables sell for \$100 each. After March 31, 2018 the price is \$115 for each table.
- Given the complexity of arranging everyone in a finite amount of space, we are unable to guarantee any special arrangements (i.e. table location, vendor location preference, etc.)
- Electrical hookups are available only through the Phoenix Convention Center. Please see the Phoenix Convention Center website for more information.
- Shipping and receiving is handled by UPS. Please see the Phoenix Convention Center website for more information.
- **Tables will not be reserved until full payment has been received.**
- The loading docks for the Vendors are located just off the exhibit hall. The Vendor Room will be in Hall 1 of the Phoenix Convention Center West Building, Lower Level (the Contest Room will be in the adjacent Hall 2).

#### **TERMS & CONDITIONS FOR VENDORS OF THE 2018 IPMS/USA NATIONAL CONVENTION**

These terms are in effect for the 2018 IPMS/USA National Convention (hereafter known as the Convention) to be held in Phoenix, Arizona, at the Phoenix Convention Center (hereafter known as the PCC) on the dates of August 1, 2018 through August 4, 2018.

Craig Hewitt Chapter IPMS, IPMS/USA, its members (hereafter known as the Convention Organizers) and the PCC are not responsible for any loss or injury that may occur during this event. Vendors shall be fully responsible for any and all damages to the property owned by the PCC, its owners or managers, which results from any act or omission of the Vendor. The Vendor agrees to defend, indemnify and hold harmless the Convention Organizers, PCC, its owners, managers, officers, directors, agents, employees, subsidiaries and affiliations from any damage or charges resulting from the Vendors use of the property. The Vendor's liability shall include all losses, costs, damages, or expenses arising from or other occurrences to any person or persons, including the Vendor, its agents, employees, and business invitees which arise from or out of the Vendors occupancy and use of the exhibit area, premises, and the PCC, or any part thereof.

1. I hereby agree to pay the sum stated in the Vendor Registration Form for the use of each rented table to IPMS 2018 Convention.
2. Tables will be assigned on a first paid, first assigned basis.
3. A chair will be provided (at no cost to the Vendor) for the primary point of contact and each assistant or family member, if requested.
4. All vendor tables and the space they occupy are provided without table covering, table skirts, electrical service or Internet access. FACILITIES AND ITEMS INCLUDED IN YOUR RESERVATION ARE PROVIDED "AS-IS WITH ALL FAULTS" AND IPMS DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES, INCLUDING MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
5. Tables will not be secured until payment in full is received (including outstanding invoices). Payment in full must be received no later than July 1, 2018 to guarantee tables.

6. Your payment is for the entire duration of the Event and is non-refundable. Refunds can be made at the discretion of the 2018 IPMS/USA National Convention Staff only if both of the following conditions exist: cancellation is made prior to 30 days of the convention opening and if table(s) can be resold. Refunds cannot be made for non-refundable deposits for utilities. Vendors who fail to contact the Vendor Coordinator prior to 1:00 PM July 1, 2018, will be treated as a cancellation, and will forfeit their payment. Upon cancellation, these reserved tables may be resold at the discretion of the 2018 IPMS/USA National Convention Staff.
7. The PCC is a multi-use venue and other events may be occurring concurrently therefore access and unloading/loading is coordinated and controlled by an official service contractor for the PCC (Brede Exposition Services). Their services can be contracted (at additional cost) for the handling of materials and merchandise at the loading dock. The vendors will be staged for secure check-in access to the West building 9-bay unloading/loading dock area. The Vendor Coordinator will notify you of any specific dock assignments and load/unload times. The Vendor Room Staff will be available in the unloading/loading dock area to direct vendors with table assignments. Once you have unloaded your vehicle it must be moved immediately in order to allow for the next vendor to unload. Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat carts, pallet jacks and other mechanical equipment is not permitted. The use of a two wheel dolly is acceptable. Only full-time employees of the vendor will be allowed to hand carry items.
8. You may access the Site beginning at 7:00 am the morning of the event (Wednesday August 1, 2018) and must vacate no later than 12:00 noon on the day after the Event ends (Sunday August 5, 2018). Vendors are solely responsible for their own move-in, set-up and move-out. Although volunteers may be available to assist, their assistance is not assured nor provided by IPMS/USA, nor are they acting on behalf of IPMS, and are not made available as part of your reservation and participation in the Event. Vendors must remove all merchandise and personal effects from the Convention area by noon on Sunday August 5, 2018. The Vendor must leave the area clean and neat. All trash must be collected for proper disposal.
9. Vendors must follow the direction, procedures, orders, and other requirements of the Event Producer, the Site Owner or Operator, and any governmental agency, including police and fire departments. Vendors must abide by the rules and regulations of the PCC.
10. Parking will be the responsibility of the Vendors. Payment of parking fees is the responsibility of the Vendor.
11. The Vendors are required to attend the entire Convention to assure its success for all those concerned. Vendors must be open for sales on all days of the Convention unless they sell out of all merchandise prior to the conclusion of the Convention. The vendor room hours will be posted by sign, and in the Convention program.
12. The vendor room will be open to Vendors or their assistants one (1/2) hour prior to the listed Open Hours in the official Convention publications. Vendor sales may only take place within the designated vendor room. Vendors may not sell from their rooms or in the parking lots utilized by the Convention or associated Hotels.
13. Vendors are not allowed to attach any items, merchandise, or equivalent to any walls, pillars, or other structures of the PCC. Items in use by the Vendor must be stacked on, under or behind the tables in a safe manner. Tables may not be stacked in any fashion whatsoever. No items will be allowed to protrude into the aisles of the vendor room. The area behind the tables is to be kept neat and accessible, keeping in mind the safety of all persons attending the Convention, including the Vendors.
14. Vendors will be asked to use common courtesy with regards to the display of their wares. Any items that would be deemed offensive to normally accepted public standards should be displayed in a manner as to be inoffensive. This is directly related to the children who will be in attendance at the Convention. If there is any question on the display of any items, the Vendor Coordinator will be available for consultation. The Convention Chairman, whose decision will be final, will decide any disagreement that cannot be resolved with the Vendor Coordinator.
15. Sound systems will be permitted, but must not be played loud enough to disrupt other sellers or buyers. Please keep your music or video playback to a minimum level.
16. There is no smoking throughout the PCC, including the restrooms.
17. Vendors are required to have in place all necessary permits and licenses that allow them to participate in the event. The Vendor agrees to abide by all sales tax laws of the State of Arizona, Maricopa County, and the City of Phoenix, Arizona. The Vendor is solely responsible for the collection and payment of these taxes.
18. Vendors are not limited in the numbers of assistants who may assist them.
19. Vendors may bring their children to the Convention. Children must be properly supervised at all times while inside the Convention facility. Any children found to be interfering with other vendors or buyers will be asked to leave the vendor room. Childcare will not be provided.
20. Vendors assume full responsibility for personal injury and property damage resulting from their activities while on the premises at the Event, including the conduct of individuals they retain to assist them.
21. Vendors who wish to enter the Contest will be required to register for the Convention. This also applies to any helpers/assistants/family members who may be with the Vendor. (All registrants must be IPMS members.)
22. Only a one-day supply of flammable liquids may be inside the PCC at any time. Additional inventory of flammable liquids must be stored outside the PCC in a suitable container. This includes all petroleum-based products, including paint. Maximum allowable container size is 1 fluid ounce. For any containers larger than 1 fluid ounce, please contact the Vendor Coordinator.

23. Conditions are subject to change or addition without notice.  
24. By signing the Vendor Table Lease Contract, the Vendor signifies that this contract was read and understood, thereby agreeing to abide by all rules and guidelines found within this contract and the Convention Guidelines.

Please retain these guidelines for future reference. Fill out and sign the Vendor Registration Contract (below) for table leasing. Keep a copy for yourself, and mail pages 3 & 4 of the original to the address below, along with your payment made out to 2018 IPMS/USA Convention to:

Kevin D. Henthorn  
PO Box 22053  
Mesa, AZ 85277

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

Printed name and position: \_\_\_\_\_

***By signing the Vendor Table Lease Contract, the Vendor signifies that this contract was read and understood, thereby agreeing to abide by all rules and guidelines found within this contract and the Convention Guidelines.***

Direct any questions or correspondence to the Vendor Coordinator:

Kevin D. Henthorn  
PO Box 22053  
Mesa, AZ 85277  
Phone: (480) 329-1836 (cell)  
Fax: (480) 830-3070 (home)  
E-mail: kdenthorn@aol.com

The website for the IPMS/USA 2018 National Convention is:  
<http://www.ipmsusanationals2018.org/>

If you would like to find out more about the Phoenix Convention Center, then go to the following website:  
<http://www.phoenixconventioncenter.com>

For electrical services go to the above website then: PLANNERS *and then* On-Site Services. Click on the Commonwealth expo Electric link.

For shipping and receiving go to the Phoenix Convention Center website then: PLANNERS *and then* On-Site Services. Click on The UPS Store link.

You can find information about the city of Phoenix here:  
<http://www.visitphoenix.com>

And information about downtown Phoenix can be found at:  
<http://dtphx.org/> or <https://www.visitphoenix.com/things-to-do/downtown-phoenix/>

The Pima Air and Space Museum website is:  
<http://www.pimaair.org>

State of Arizona tax information:

Arizona Department of Revenue  
Customer Care  
P.O. Box 29086  
Phoenix, Arizona 85038-9086  
(602) 255-3381  
(800) 352-4090  
(602) 716-7990 (fax)  
<http://www.azdor.gov>  
(go to Transaction Privilege Tax (TPT) (in the menu, LH side of page)  
Then go to the Reporting Guide (in the menu, LH side of page)  
Then find the Special Events, Craft Shows and Trade Shows Guidelines link.

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

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

\_\_\_\_\_  
\_\_\_\_\_

Primary Contact: \_\_\_\_\_

Phone #1: \_\_\_\_\_ Phone #2: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

(If you do **NOT** want a link to this website placed on the 2018 National website, then please indicate so.)

General Product Description: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Names of Assistants and Family Members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Please coordinate your table selection and pricing directly with the Vendor Coordinator)*

Do you wish to make a Raffle Prize donation? Y N (Please circle one)

Do you wish to make a 'Make and Take' donation? (cash donations acceptable) Y N (Please circle one)

Do you need to use the loading dock on Wednesday morning? Y N (Please circle one)  
(If yes, then please coordinate with the Vendor Coordinator)

QTY	ITEM	UNIT COST	TOTAL COST
	Vendor Table	\$100	
	Additional Badges	\$5	
		GRAND TOTAL	

Will you be bringing any flammable liquids into the PCC? Y N (Please circle one)

If yes, what are the flammable liquids and in what quantities? \_\_\_\_\_

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