



# IPMS/USA

## 2018 National Convention

### Phoenix, Arizona



#### **CHAPTER/CLUB/SPECIAL INTEREST GROUP (SIG) REGISTRATION FORM**

#### **INFORMATION and INSTRUCTIONS**

- Please fill in all requested information as completely as possible.
- Chapter/Club/SIG Exhibitors who are members of IPMS/USA must register for the IPMS/USA 2018 National Convention. No separate badges will be issued for Chapter/Club/SIGs.

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

- Chapter/Club/SIG tables sell for \$25 each. This is only a reservation fee. If the Chapter/Club/SIG is a member of IPMS/USA, shows up, sets up, and staffs their table, the fee will be refunded. If the Chapter/Club/SIG is not a member of IPMS/USA, they will be issued 2 (qty) - four day passes for the Convention. These passes will allow the individuals' access to the Convention and the Vendor Room. Reservation fees for Chapter/Club/SIGs who are not members of IPMS/USA will not be refunded. All Chapter/Club/SIG tables are assigned on a first come, first served basis, and are located in the Vendor Room.
- Electrical hookups are available only through the Phoenix Convention Center. Please see the Phoenix Convention Center website for more information.
- **Tables will not be reserved until the reservation fee has been received.**

#### **TERMS & CONDITIONS FOR CHAPTERS/CLUBS/SIGs 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. Chapter/Club/SIGs 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 Chapter/Club/SIG. The Chapter/Club/SIG 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 Chapter/Club/SIGs use of the property. The Chapter/Club/SIGs liability shall include all losses, costs, damages, or expenses arising from or other occurrences to any person or persons, including the Chapter/Club/SIG, its agents, employees, and business invitees which arise from or out of the Chapter/Club/SIGs 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 Chapter/Club/SIG Registration Form for the use of a table at the IPMS 2018 Convention.
2. Tables will be assigned on a first paid, first assigned basis.
3. Two chairs will be provided (at no cost) for the Chapter/Club/SIG.
4. All 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. 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. Refunds will be made by the end of the Convention to those Chapters/Clubs/SIGs who are members of IPMS/USA, provided the table is set up and staffed during the Convention.

7. Chapters/Clubs/SIGs 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.
8. Craig Hewitt Chapter IPMS, IPMS/USA, its members and Convention Organizers and the PCC are not responsible for any loss or damage that may occur to any displays, items, and property of the Chapter/Club/SIG during the duration of the Convention.
9. 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). Chapters/Clubs/SIGs 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. Chapters/Clubs/SIGs must remove all personal effects from the Convention area by noon on Sunday August 5, 2018. The Chapter/Club/SIG must leave the area clean and neat. All trash must be collected for proper disposal.
10. Chapters/Clubs/SIGs 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. Chapters/Clubs/SIGs must abide by the rules and regulations of the PCC.
11. Parking will be the responsibility of the Chapters/Clubs/SIG. Payment of parking fees is the responsibility of the Chapters/Clubs/SIG.
12. The vendor room hours will be posted by sign, and in the Convention program.
13. The vendor room will be open to Chapters/Clubs/SIGs one (1/2) hour prior to the listed Open Hours in the official Convention publications.
14. Chapters/Clubs/SIGs are not allowed to attach any items to any walls, pillars, or other structures of the PCC. Items in use by the Chapters/Clubs/SIG 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 and Chapters/Clubs/SIGs.
15. Chapters/Clubs/SIGs will be asked to use common courtesy with regards to their displays. 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.
16. 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.
17. There is no smoking throughout the PCC, including the restrooms.
18. Chapters/Clubs/SIGs assume full responsibility for personal injury and property damage resulting from their activities while on the premises at the Event.
19. Conditions are subject to change or addition without notice.
20. By signing the Chapters/Clubs/SIG Table Lease Contract, the Chapters/Clubs/SIG 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 Chapters/Clubs/SIG 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 Chapter/Club/SIG Table Lease Contract, the Chapter/Club/SIG 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>

Chapter/Club/SIG 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 Description: \_\_\_\_\_

Notes/Special Requests: (please indicate if you are NOT a member of IPMS/USA) \_\_\_\_\_

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Names of Assistants and Members:

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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)

QTY	ITEM	UNIT COST	TOTAL COST
	Chapter/Club/SIG Table	\$25	\$25
		GRAND TOTAL	\$25