



Annual VPPPA Region VII Conference
CONTRACT FOR EXHIBIT SPACE
 Terms and Conditions for
 VPPPA Region VII Exhibitor Partners



This agreement is entered into between the Voluntary Protection Programs Participants' Association Region VII (hereafter referred to as "VPPPA"), and _____, (hereafter referred to as "Exhibitor").

The VPPPA Region VII Conference will be held:

Des Moines Marriott Downtown
700 Grand Avenue
Des Moines, Iowa 50309 USA
(515) 245-5500 FAX: (515) 245-5567
May 7-9, 2012

Exhibitor purchase price for one 8'x 10' booth is \$475. Booth fee includes:

- ◆ One-8' skirted table (rod and draped), two chairs, trash can and a booth sign with company name.
- ◆ All scheduled meals meetings/activities/entertainment for ONE person per booth (Additional exhibitor personnel - \$120 per person).
- ◆ Following the conference each exhibitor will receive a list of all conference attendees.
- ◆ Methods to draw attendees to the exhibitor area (exhibitor sign-off cards for prize drawings, Vendor reception, all breaks in exhibit hall, and more).
- ◆ Option of electrical outlet and/or one extra table (\$50 / \$100 additional cost to Exhibitor).

EXHIBITOR MUST COMPLETE THIS SECTION Please indicate your booth choices:

Payment Summary

Amount Due

Booths – number of booths x \$475 (Earlybird discount if registering before 12/31/11, cost is x \$425)	\$ _____
Additional booth personnel – \$120 per additional person	\$ _____
Additional booth table - \$100 for one extra table	\$ _____
Electrical outlet – \$50	\$ _____
Sponsorship Amount (If desired to donate)	\$ _____
 Total Amount Due	 \$ _____

PAYMENT

Payment must be received with this contract in order to process

- ◆ If paying by check: **make payable to VPPPA Region VII**
- ◆ If paying by credit card: complete the following **(please be sure to write clearly):**

American Express Master Card Visa Discover Other _____

Card # _____ Expiration Date _____

Card Holder's Name _____

Return completed and signed contracts, with payment, no later than April 13, 2012 to:

Daniel L. Saathoff: c/o Eaton Corporation; 4200 Highway 30 East, Kearney, NE 68847
 Phone: (308) 233-5470 Fax: (308) 233-5474 E-mail: dansaathoff@eaton.com



Annual VPPPA Region VII Conference
CONTRACT FOR EXHIBIT SPACE
 Terms and Conditions for
 VPPPA Region VII Exhibitor Partners



PRODUCT CATEGORY

Please describe your company’s services or products, i.e., PPE, safety consultants, promotional products, etc. **(This may be read at the vendor reception or other event – be specific please)**

SPONSORSHIP

The success of the Region VII VPPPA annual conference is dependent upon the tremendous efforts of our many volunteers and exhibitors, and the financial contributions of individuals and companies like you. We greatly appreciate your sponsorship consideration. Please visit our website at www.regionviivpp.org for more sponsorship information.

CONFERENCE SCHEDULE

Exhibitor Booth Location: Exhibitor booths will be located in the Des Moines Ballroom. All beverage breaks as well as the Exhibitor Reception on the evening of Monday, May 7th (bar and food) will be held in this room.

- ◆ **Set-up Time:** Monday, May 7 from Noon to 4:30pm (Exhibitor Reception begins at 5:00pm)
- ◆ **Exhibit Hours:** Monday, May 7 from 5:00pm to 7:30pm; Tuesday, May 8 from 8:00am to 5:00pm; and Wednesday, May 9 from 7:00am to 11:30am.
- ◆ **Tear-down Time:** Wednesday, May 9; Exhibitors may begin tear down at 11:30 am and all booths must be removed from the premises by 1:30pm. If you desire to exit the conference on Tuesday evening, we will provide that option. Let us know when registering.

Exhibit booth shall be assigned before the conference. Space is limited; therefore your prompt response is important. Sub-leasing of assigned space is not allowed. VPPPA reserves the right to alter the space if deemed necessary for the best interests of the exhibition. VPPPA will make every effort to consult with Exhibitors in these matters.

BADGES & SPECIAL DIETARY NEEDS

For badge purposes, please list booth personnel as they want their name to appear on their badge. One person per booth included in booth registration. Registration for additional booth attendants is \$120 per person. **Please indicate any special dietary needs for booth attendees.**

Booth attendant #1: _____ Special Dietary Needs Yes ___ No ___

Booth attendant #2: _____ Special Dietary Needs Yes ___ No ___

Booth attendant #3: _____ Special Dietary Needs Yes ___ No ___



Annual VPPPA Region VII Conference
CONTRACT FOR EXHIBIT SPACE
Terms and Conditions for
VPPPA Region VII Exhibitor Partners



HOTEL RULES & DISCLOSURES

The Exhibitor agrees to conform to hotel rules. Due to the layout of hotel, storage space is not available for display material and/or show merchandise. At the conclusion of the setup operation, all related equipment, crates, trash, etc., must be removed from the premises no later than the last day of dismantle.

Should you need to ship items directly to the hotel, please address to Des Moines Downtown Marriott, Attn: "GUEST NAME" OR "ON SITE CONTACT NAME", VPPPA – Your Company Name, May 7, 2012, 700 Grand Avenue, Des Moines, IA 50309. The Des Moines Downtown Marriott is not responsible for packages shipped 7 days prior to 5/05/2012 12:00:00 AM or any items left after 5/10/2012 12:00:00 AM. The Des Moines Downtown Marriott is not responsible for damaged or lost shipments. Packages shipped or delivered to the Des Moines Downtown Marriott for the Voluntary Protection Program Association will be assessed for charges, and billed accordingly for storage and delivery to and from meeting / banquet rooms. 1 to 5 boxes under 25 pounds are complimentary. Please check with the hotel for charges on more than 5 boxes, over 25 pounds, pallets and crates. The Marriott does not have a loading "dock" – they do have a purchasing area accessible by ramp from the back alley, however there is no elevated dock. All items sent must be sent on a truck with lift capability. Anything received without a lift will have to be returned.

The Des Moines Downtown Marriott does not permit signage of any kind in the Lobby or on the public grounds. Displays need to have prior approval by the Catering Manager. Tape, nails, push pins and potentially damaging fasteners may not be used to hang signs or other materials in the function spaces or public areas of the Hotel. The Des Moines Downtown Marriott will not assume or accept any responsibility for damage to or loss of any merchandise or articles left in the facility prior to, during or following the VPPPA event. The hotel is smoke-free in all areas.

The hotel room rates are as follows: Single, Double, Triple and Quads are all \$109. There are no suites available. Guest room rates are quoted exclusive of applicable state and local taxes (12%).

HOLD HARMLESS/RESPONSIBILITY CLAUSE

Exhibitor or third party representative shall be fully responsible to pay for any and all damages to property owned by Des Moines Downtown Marriott or VPPPA, VPPPA Region VII, their owners or managers, which results from any act or omission of Exhibitor or third party representative. Exhibitor or third party representative agrees to defend, indemnify and hold harmless, Des Moines Downtown Marriott, VPPPA, VPPPA Region VII, and their respective owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from their use of the property, including attorney fees and expense. Exhibitor's or third party representative's liability shall include, without limitation, all losses, costs, damages, or expenses arising from or out of or by reason of any accident, property damage, bodily injury or other occurrences to any person or persons or property, including the Exhibitor or third party representative, its agents, employees, and business invitees which arise from or out of the Exhibitor's or third party representative's occupancy and use of the exhibition premises, Hotel or any part thereof.

CANCELLATION POLICY

Exhibit booth space cancellations are non-refundable. The VPPPA reserves the right to cancel at any time, the conference, the exhibition or any part thereof with no further liability to the Exhibitor other than a refund of exhibit fees, less a proportionate share of the exposition cost



Annual VPPPA Region VII Conference
CONTRACT FOR EXHIBIT SPACE
 Terms and Conditions for
 VPPPA Region VII Exhibitor Partners



incurred due to cancellation of the conference due to any circumstances beyond the control of the VPPPA or Hotel.

NOTES

The VPPPA, at its discretion, may make reasonable changes, amendments or additions to the terms and conditions of this contract. Any such changes shall be binding on the Exhibitor. The ruling of the VPPPA Board of Directors shall be final in all instances with regard to the use of exhibit space.

If you are planning to award booth gifts or prizes; please let the writer know before the conference or upon arrival. Handing these out will be determined at a later date. You are encouraged to award the gift/prize to someone who has visited your booth. Please attach the winner's name to the gift/prize. You may also elect to have your gift/prize awarded via a drawing. Tickets will be distributed at the door for the drawing.

The Fifth Annual Scholarship Golf Tournament will be held Monday, May 7, 2012. Your participation and sponsorship are encouraged. Details will be posted on our website www.regionviivpp.org

Direct sales from the exhibit floor are permitted, however, the Exhibitor is responsible for any federal, state or local tax that may be required to be collected or withheld on any purchase. Competitive events that distract from the conference or exhibition are prohibited.

Hotel and airline costs are not included in the booth price. It is the responsibility of the Exhibitor to make hotel and travel arrangements. Exhibitors wishing to make hotel reservations should contact the hotel directly at (515) 245-5500. To secure the preferred room rate, indicate that you are with the Voluntary Protection Programs Participants' Association-VPPPA. Reservations after May 1, 2012 will be honored at the hotel's prevailing rate, based upon availability. Online reservations can be made through the following weblink:

<http://www.marriott.com/hotels/travel/dsmia-des-moines-marriott-downtown/>

I have read and agree to the terms and conditions of this contract for exhibit space and services at the Annual VPPPA Region VII Conference, held in Des Moines, IA May 7-9, 2012.

Signature: _____ Date: _____

Contact person: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Provide your company point-of-contact information below (to be listed in the conference brochure):

Name: _____

Phone: _____

E-mail: _____