



**2010 IPMS/USA NATIONAL CONVENTION
PHOENIX, ARIZONA
VENDOR REGISTRATION
August 4 — 7, 2010
PLEASE PRINT**



VENDOR REG. NUMBER OFFICE USE ONLY	COMPANY/VENDOR NAME	PRIMARY CONTACT NAME
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e-mail	PHONE	ADDRESS
	FAX	

FLAMMABLE LIQUIDS Description:

Electrical Power
All electrical power drops shall be furnished and connected by Commonwealth Power. Power drops are \$123 each.

CITY	
STATE	ZIP CODE
PROVINCE (IF OUTSIDE OF USA)	
COUNTRY	POSTAL CODE

The Vendor area will consist of 25,000 square feet with **230** tables available on a first come, first served basis.

Vendor tables are **\$125 for each table. each table.**

Two vendor admission badges will be available free of charge with the first table reserved.

One (1) additional badge will be available for each additional table purchased. Additional badges may be purchased for **\$5.00** each and are good for the entire convention.

NO ONE WILL BE ADMITTED INTO THE CONVENTION WITHOUT A BADGE. REPLACEMENT OF LOST BADGES WILL COST \$10.00.

Qty	Item	Fee	Extension
	Vendor Table(s)	\$125	
	Additional Badge(s)	\$5	
	Electrical Service	\$123	
Total			

Additional Badges	
VENDOR BADGE NAME 1	
VENDOR BADGE NAME 2	
VENDOR BADGE NAME 3	
VENDOR BADGE NAME 4	
VENDOR BADGE NAME 5	
VENDOR BADGE NAME 6	
VENDOR BADGE NAME 7	

Please make payments to **2010 IPMS/USA Convention** by check, cashier's check, money order or credit card*.

Mail registration form and payment to:

Vendor Coordinator
2010 IPMSUSA National Convention
P. O. Box 28322
Tempe, Arizona 85285-8322
E-mail: vendor@ipmsusa2010.org

Please note: 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.).

TERMS AND CONDITIONS

The following important requirements and conditions apply to your participation at the Event. Your signature and participation constitutes your agreement to, and acceptance of these requirements and conditions:

1. Permits and Licenses: Vendors are required to have in place all necessary permits and licenses that allow them to participate in the Event, including, without limitation a valid Resellers Permit from the City of Phoenix (<http://phoenix.gov/ECONDEV/opbusiness.html>) for the state in which the Event is conducted, or provide the necessary form and documentation that substantiates they are exempted from these requirements. These must be provided to the Event Producer prior to move-in. Vendors who fail to do so may be denied access to the Event Site and their reservation fee may be forfeited.

2. Refunds: Your payment is for the entire duration of the Event and is non-refundable. Vendors are expected to participate throughout the Event to assure its success for all concerned. Refunds can be made at the discretion of the 2010 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.

3. Compliance: Vendors must follow the direction, procedures, and orders, other requirements of the Event Producer, the Site Owner or Operator and any governmental agency, including police and fire departments.

4. Condition at Move-Out: At move-out vendors must leave the space reserved to them in a clean and orderly condition, substantially consistent with the same condition it was in when they moved in.

5. Site Access and Unloading/Loading: The Phoenix Convention Center (PCC) is a multi-use venue and other events may be occurring concurrently therefore access and unloading/loading must be coordinated and controlled. Once registered as a vendor, a Dock Pass will be mailed to you in your Vendor Packet. PCC Vendor check-in will occur at the East Garage located at 601 E. Washington St, Phoenix, AZ. The vendors will be staged for secure check-in access to the West building 9-bay unloading/loading dock area. Entrance to the 3rd floor Vendor area will be made through 2- Large auto sized freight elevators. The Vendor Room Staff will be available in the unloading/loading Dock area and on the 3rd floor 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.

You may access the Site beginning at 7:00 am the morning of the event (Wednesday August 4, 2010) and must vacate no later than 12:00 noon on the day the Event ends (Sunday August 8, 2010). 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. Parking for vendors is not arranged or assigned. Please refer to the parking map provided of local lots to choose from at your own expense

6. Vendor Room Hours: Vendors will have access to the Vendor Room one (1) hour prior to the general public admission each day which will enable them to set-up or replenish. **HOURS:**

Day:	Open to Vendors	Open to Public	Day	Open to Vendors	Open to Public
Wednesday	7:00 am	2:00 pm – 9:00 pm	Friday	8:00 am	9:00 am – 9:00 pm
Thursday	8:00 am	9:00 am – 9:00 pm	Saturday	8:00 am	9:00 am – 6:00 pm
Sunday (loadout)	9:00 am - 12:00 noon				

7. Vendor Responsibility: 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.

8. Site Facilities: 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.

9. Change in Conditions: Conditions are subject to change or addition without notice.

VENDOR'S SIGNATURE ACKNOWLEDGES AGREEMENT TO THESE TERMS AND CONDITIONS.

Signature

Date