



2017 VENDORS INFORMATION PACKET

REGISTRATION

The vendor area will consist of 25,000 square feet with 300-plus tables available on a first come, first served basis. **We will make every attempt to accommodate special requests, but cannot guarantee such accommodations.**

Table Cost On Or Before January 31, 2017

Vendor tables are **\$115** each 8'x30".

Table Cost On Or After February 1, 2017

Vendor tables are **\$125** each 8'x30".

Wi-Fi and/or Power Cost for event

\$80 for the 4-day event.

Please complete and return 2017 Vendor Registration form as soon as possible. See terms and conditions on the registration form.

Please make payments to 2017 IPMS/USA Convention by check, cashier's check, money order or credit card (*credit cards can be used on the IPMS/USA website 2017 National Convention shopping cart*).

Mail registration form and payment to:

Vendor Coordinator
2017 IPMSUSA National Convention
5026 South 174th Street
Omaha, Nebraska 68135

For further questions E-mail: 2017vendors@cox.net

Please note: Vendors located in the Dapper Vendors Room will need to be clear of the room by 3:00 P.M. on Saturday July 29th so the conference center staff can prepare for the banquet.

Four vendor admission badges will be available free of charge with the table reservation. Additional badges can be purchased for \$5.00 each and are good for the entire convention.

NO ONE WILL BE ADMITTED INTO THE VENDORS ROOMS WITHOUT A BADGE

VENDOR REQUIREMENTS & 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. 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 2011 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.

2. 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.

3. 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.

4. Site Access and Unloading/Loading: We will have the full use of the LaVista Conference Center (LCC) therefore access and unloading/loading must be easily coordinated and controlled.

Vendor check-in will occur at the loading door located at the northwest corner of the LaVista Conference Center. 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 the next vendor to unload. You may access the Site beginning Tuesday, July 25, 2017 after 1:00 PM until 8:00 PM and continue starting at 7:00 am the morning of the event (Wednesday July 26, 2017).

Vendors located in the Dapper Room (west vendor's room) must vacate no later than 2:00 PM on the day the Event ends (Saturday July 29, 2017). 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 or the convention staff, 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 from which to choose.

5. Table Coverings: All vendor tables and the space they occupy are provided with table covering and skirts if desired at no additional cost.

6. Internet Access and Power: The cost for Internet wi-fi access and power will be charged at **\$80.00 for the event**. If you need Internet access and/or power please indicate it by marking the appropriate area on the registration form and include the cost in your payment.

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

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

VENDOR HOURS

<u>Day</u>		<u>Open to Vendors</u>	<u>Open to Public</u>
Tuesday, July 25	All Rooms	1:00 P.M.	Not Available
Wednesday, July 26	All Rooms	7:00 A.M.	2:00 P.M. – 8:00 P.M.
Thursday, July 27	All Rooms	8:30 A.M.	9:30 A.M. – 6:30 P.M.
Friday, July 28	All Rooms	8:30 A.M.	9:30 A.M. – 6:30 P.M.
Saturday, July 29	Main Vendor Room West Vendor Room East Vendor Room	8:30 A.M. 8:30 A.M. 8:30 A.M.	9:30 A.M. – 2:00 P.M. 9:30 A.M. – 2:00 P.M. 9:30 A.M. – 2:00 P.M.
Saturday, July 29	Load out	2:00 P.M. – 6:00 P.M.	
Sunday, July 29	Load out	9:00 A.M. – Noon	

Raffle Donations

As you know, the success of any raffle is in large measure due to the generous contributions of vendors. This is a good deal for both of us -- we receive some great raffle prizes and you get free advertising and we strongly encourage you to attach a business card or sticker identifying your business with each raffle prize. Get more information. Vendor raffle donations can be sent to:

Vendor Coordinator
5026 South 174th Street
Omaha, NE 68135

LA VISTA / HOTEL & CONFERENCE CENTER Exhibitor Rules & Regulations

OVERVIEW

The purpose of this document is to provide our clients, exhibitor, as well as outside vendors and contractors (hereinafter referred to as "Supplier") of products and services with Rules & Regulations and necessary documentation to conduct business on the property of the La Vista Conference Center (hereinafter referred to as "LVCC").

DOCUMENTATION REQUIREMENTS

An outside supplier can be approved for work on the property of the LVCC under the following circumstances:

- A. Current Certificate of Insurance (supplied by IPMS/USA) on file with the LVCC's Accounting Office reflecting the following:
 1. A minimum of \$1,000,000.00 in General Contractor's Liability Insurance.
 2. La Vista Conference Center named as an additional insured.
 3. La Vista Conference Center named as an additional loss payee.
 4. Coverage for all risks, including Worker's Compensation.
- B. Hold-Harmless Agreement from supplier on file absolving the LVCC from any claim of damages resulting from equipment used or labor provided by the supplier.

LA VISTA / HOTEL & CONFERENCE CENTER Exhibitor Rules & Regulations

1. All local, state, federal, and LVCC codes and regulations are to be followed at all times by the supplier.
2. All connections to the building's power services are to be handled by the LVCC. The supplier is responsible for all charges for connecting to and usage of any power services.
3. LVCC personnel must make all connections to the house sound system. The supplier is responsible for all charges for connecting to and usage of the LVCC's sound system.
4. LVCC has no storage facilities for equipment. This is the responsibility of the supplier. Back hallways, loading docks and storage rooms are for LVCC equipment only.
5. No Indoor Pyrotechnic Devices.
6. The supplier will be responsible for all costs assessed to inspect or replace sprinkler heads or smoke sensors that have been discharged or damaged in the course of an event. The supplier will also be responsible for any costs or fines assessed by the local Fire Department for false alarms resulting from the unscheduled discharge of pyrotechnic, fog or smoke generating devices.
7. An outside contractor hired by the supplier must adhere to all applicable rules and regulations as fully as required by the supplier. Any damage incurred to LVCC property or equipment in their specific work area will be the responsibility of the supplier.
8. The floor load limit for all spaces on the LVCC property is 150 pounds per square foot. This is an absolute limit and no exceptions will be made. Violations will not be permitted.
9. Exhibit areas using paints or other modeling materials must be covered with visqueen or exhibit booth carpet prior to any freight materials or demonstrations being done in the facility. The supplier shall be responsible for any damage done to the floor or carpet while moving in, displaying or moving out.
10. The IPMS/USA and Fort Crook IPMS/USA will work with the LVCC to outline the exact days and times for both load-in and load-out. The schedule of times and numbers of vehicles used for load-in and load-out, productions or entertainment events must be submitted to the LVCC a minimum of ten days prior to the event.
11. A LVCC representative must be assigned to monitor load-in and load-out.
12. The supplier is responsible for traffic control of all vehicles scheduled by them for load-in and load-out. Parking of trucks or trailers overnight at the loading docks is prohibited without prior written consent of the LVCC. Unless a trailer is being loaded or unloaded, it must be removed to the parking area on the edge of the property.
13. Gas or diesel powered vehicles are not permitted for movement of exhibits or materials into the functions spaces. Propane powered vehicles are permitted.
14. The space for each group will be walked with the supplier and a LVCC representative. This will include access to corridors, loading docks, roll up doors and the driveway or any area pertaining to the exhibit move-in. The inspections are to take place prior to move-in and at the completion of move-out. If two groups are moving in and out at the same time, a room-by-room inspection will be done with each supplier.
15. Platform dollies of the four-wheel type are permitted for material movement into and out of the LVCC. Platform or deck trucks are also acceptable but must be equipped with hard or soft rubber wheels at least 4-inches in diameter.

INBOUND SHIPPING

Shipments can be received beginning Wednesday, July 19, 2017. If packages are received before July 19th, the vendor could be charged a \$10 per day fee for storage. All packages shipped to the conference center will be on or along side of your reserved tables on Tuesday, July 25th starting at 12:00 noon.

All inbound packages must be labeled with the following information:

Embassy Suites Omaha-LaVista

Attn: (your company name) International Plastic Modelers Society

Event Dates: July 26 – July 29

12520 Westport Parkway

La Vista, NE 68128

The following receiving charges will be applied for all vendors shipping packages or pallets to the convention center:

Packages 5-10 pounds*	\$5.00
Packages 11-20 pounds*	\$10.00
Packages 21-35 pounds*	\$15.00
Packages 36-50 pounds*	\$20.00
Packages 51+ pounds*	\$25.00
Normal Size Pallets**	\$75.00
Oversized Pallets**	\$100.00

* Packages held over 4 days (per box per day)..... \$2.00

** Pallets held over 2 days (per pallet per day)..... \$50.00

OUTBOUND SHIPPING

ALL OUTBOUND SHIPMENTS MUST BE SECURLY PACKAGED AND LABELED IN ORDER TO BE SHIPPED FROM THE CONFERENCE CENTER

As long as you have a prepaid shipping label and have called your carrier to set up a pick up, the Embassy can ship the item.

The Embassy Suites has FedEx labels available. If exhibitor has an account with FedEx, the Embassy can print the shipping labels for the exhibitor. It is then the exhibitor's responsibility to make sure that FedEx is coming to pick up their outbound shipment.

FedEx, UPS, or DHL carriers are available.

However, the Embassy does not bill to the sleeping rooms, so charges will have to be paid in advance. If you have any questions contact the hotel at 402-331-7400.

FREE PARKING & UNLOADING

All parking is free. Trailers, trucks and autos may park behind the conference center at no additional charge.

There are no union charges for loading or unloading at the conference center. We will have fort crook members available to help unload and take products to your assigned table.



2017 IPMS/USA NATIONAL CONVENTION
VENDOR REGISTRATION
Please Print



Vendor Name: _____

Contact: _____ Date: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ Fax: _____ IPMS Member: Y N

Email: _____ IPMS Number: _____

TABLE COSTS

Table Cost On Or Before January 31, 2017 \$115 for each table reserved *(insert below)*

Table Cost On Or After February 1, 2017 \$125 for each table reserved *(insert below)*

Tables Requested: _____ @ \$ _____ Total Charge for Tables: \$ _____

Power and/or Wi-Fi Connection @ \$80.00 For Event Total Charge: \$ _____

Total \$ Amount Submitted: \$ _____

Vendor Badge Name 1 _____ Vendor Badge Name 4 _____

Vendor Badge Name 2 _____ Vendor Badge Name 5 _____

Vendor Badge Name 3 _____ Vendor Badge Name 6 _____

Four vendor admission badges will be available free of charge with the first table reserved. Additional badges will be available for **\$5.00 each**. List additional badge requests on a separate sheet. Include \$5 for each additional badge in your total payment.

NO ONE WILL BE ADMITTED INTO THE CONVENTION VENDOR'S AREA WITHOUT A BADGE or WRISTBAND

Additional Information: _____

- Table reservations are encouraged before January 31, 2017. Tables will be allocated as payment is received and verified.
- Table reservations may be held up to 15-days for payment, after 30 days table(s) will be made available for resale.
- Tables are not guaranteed until both contract and cleared payment have been received. Confirmation will be sent via email.
- Vendors wishing to be situated next to each other **MUST MAKE PRIOR ARRANGEMENTS** and make their request in the additional information. (Requests are granted at the discretion of the Vendor Chair, and cannot be guaranteed).
- Vendors will receive one convention packet with their paid table reservation.
- Refunds will be made if tables can be resold and at the discretion of the 2017 National Convention Staff
NO REFUNDS FOR CANCELLATIONS RECEIVED AFTER JUNE 1, 2017

Vendor's signature below acknowledges agreement to all terms and conditions stated in the vendor's requirements and conditions

Vendor Signature

Date

Make all Checks Payable to: 2017 IPMSUSA National Convention

Mail Registration and Payment to:
Vendor Coordinator
2017 IPMSUSA National Convention
5026 South 174th Street
Omaha, NE 68135