

**Region II VPPPA Fall Safety Forum Courtyard by Marriott, Saratoga Springs, NY**

**October 1 & 2, 2018**

***2018 Fall Safety Forum CONTRACT FOR EXHIBIT SPACE***

Company Name:

Address: City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_\_\_\_\_\_Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: ( )

**CONTACT PERSON (RECIPIENT OF ALL MATERIALS)**

Name: Title:

Phone Number: ( ) Fax Number: ( )

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAMES AND TITLES OF INDIVIDUALS REQUIRING NAME BADGES :

Primary Exhibitor:

Additional Exhibitor: (additional fee of $125.00 person)

Additional Exhibitor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(additional fee of $125.00 person)

**NOTE:** Fee covers one person to a booth; additional personnel registrations are $125.00 per person. Exhibitors who wish to attend conference workshops are welcome to attend at no additional charge (Wednesday Bonus Workshops not included in this offer).

**NOTE:** The Region II VPPPA Board of Directors is requesting each exhibitor to supply two (2) door prize give-a-ways.

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| Yes, I want to reserve \_\_\_\_\_\_ 2’x 6’ ft. table top display area at the rate of \*$450.00 per area. Please contact Kevin O’Brien at (518) 782-2205 or Robert Brynes at (518) 361-3673, if you are interested in more than one display area. Our display does not require the use of an electrical outlet.  Electrical service required.  Yes, we will donate an item to be given away at the conference raffle drawing. |

Please describe your prize donation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Valued at $ \_\_\_\_\_\_\_\_

The Exhibiting Company and its representative hereby release any photographs or videotapes that may be taken of the company’s booth or representatives to the Region II VPP Participants’ Association, Inc.

This contract shall not be binding until it is accepted and approved in writing by the Region II VPPPA by signature of its duly authorized representative affixed below. The rules and regulations printed on the reverse side hereof shall constitute part of this contract and the Exhibitor agrees to abide and conform thereto in witness whereof the applicant has caused this contract to be signed by an officer of the company or person duly authorized.

Applicant’s Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**For checks (payable to VPPPA, Inc.):** Mail your completed registration form with payment to VPPPA, Inc., 7600-E Leesburg Pike, Suite 100, Falls Church, VA 22043-2004.

**For Credit Card Payment:** Master Card/Visa/AMEX/\_\_\_\_\_, Card Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp\_\_\_\_\_\_\_\_\_\_

Fax payment to 703-761-1148. If you are using express mail services such as FedEx or UPS and require a street address for delivery, mail your form with payment to VPPPA, Inc., 7600-E Leesburg Pike, Suite 100, Falls Church, VA 22043-2004.

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| REGION CHAPTER VPPPA ACCEPTANCE (OFFICE USE ONLY) Authorized Acceptance Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**RULES AND REGULATIONS**

**AGREEMENT TO CONDITIONS:**

(References to the “Association” herein shall be deemed to include the Region II Chapter Voluntary Protection Programs Participants’ Association and any duly authorized representative, agent or employee of the Association.) Exhibitor shall be bound by the rules and regulations set forth herein and by such amendment, or additional rules and regulations, which may be established by the Association and the Tropicana Casino and Resort. The Association’s acceptance of the contract constitutes an agreement of the parties to abide by the terms and conditions contained herein. The Association reserves the absolute right to reject any and all applications. Rights of an exhibitor shall not be assigned to any other firm or person.

**ASSIGNMENT OF SPACE:**

Prior participants will be given first preference, all other space assignments will be determined by the application, date of receipt and best space available, in that order.

**FLOOR PLAN**:

Every effort will be made to make all display areas equally attractive to the exhibitors. Due to the limited number of exhibitors, a floor plan will not be provided. Exhibit areas will be assigned by the Association.

**PAYMENT**:

All space shall be paid for in full (U.S. funds) at the time the contract is submitted, postmarked on or before June 12th, 2018. Please contact the VPPPA National Office for all payments.

 VPPPA National Office
 Attn: Region II VPPPA Summer Safety Forum

7600-E Leesburg Pike, Suite 100 Falls Church, VA 22043-2004

(703) 761-1146 Ext. 111

If cancellations or reduction of space is made in writing by postmarked September 12th, 2018, 50% of the total booth fee paid will be retained as liquated damages. **No refund will be made if the cancellation or reduction is postmarked after September 12, 2018.**

**SET-UP TIME**:

Monday, October 1, 2018 8:00am – 12:00pm Lunch on your own

**EXHIBIT HOURS**:

Monday, October 1, 2018 1:00pm – 8:30pm (Opening & Keynote in with the Vendors, NEW this year)

Monday, October 1, 2018, reception in the exhibit hall 5:00pm – 8:00pm

Tuesday, October 2, 2018, 7:30am – 5:00pm (Closing in with the Vendors)

**Tuesday, October2, 2018 Breakfast, and Lunch will be served.**

**TEAR DOWN**:

 Tuesday afternoon after 5:00pm

**HOTEL RESERVATIONS**:

To make hotel reservations, please call the Court Yard Marriott Toll free at (866) 210-9325. Hotel reservations must be made by September 7, 2018 to take advantage of the conference group room rate, $159.00/night, by providing discount Conference Group Code **VPP***.*

**EVENT COORDINATORS**:

Kevin O’Brien/Robert Brynes

**INSURANCE**:

In all cases, exhibitors wishing to insure their goods must do so at their expense.

**DISPLAY AREA**:

Standard display area equipment, 6 ft. table, side chair, wastepaper basket, and name tags will be provided by the Association without cost to the exhibitor. Due to the limited space allocated and the limited number of exhibitors installation/construction of standard exhibition booths will not be allowed. In addition to tabletop displays, the exhibitor may use backdrop materials including partitions that can be used to display promotional materials. This equipment must be provided at the expense of the exhibitor. If any such additional backdrop material or displays are used, no part thereof shall project as to obstruct the view of adjacent display areas. No part of any display may be over 8 ft. high and 8 ft. wide. The front half of the rented space may be occupied from the floor up to four feet only. Sound devices operated in an objectionable manner in the opinion of the Association shall be prohibited. All materials for decorative purposes shall be flameproof. Crepe paper, corrugated paper, cardboard, or other combustible materials shall be prohibited. Explosive and flammable materials that conflict with the Underwriters’ Fire Prevention or Fire Department rules shall not be permitted.

**BADGES AND STAFFING OF BOOTH(S)**:

All representatives of the exhibitor must prominently wear their official event badge at all times while in the VPPPA Region II Chapter VPPPA Conference Exhibit Area. During event hours, a representative or employee of the exhibitor must staff exhibitors’ booths at all times.

**POLICY ON SELLING**:

In order to stimulate interest in the safety and health industry, in general, exhibitors shall be permitted to take orders for the sale of their products or services at this event, provided the products or services are substantially related to the safety and health industry. Exhibitors shall not actively solicit visitors for sales or orders. The exhibitor shall be solely responsible for any federal, state, or local tax requiring collection, or withheld on any purchase.

**DISTRIBUTION OF PRINTED MATERIAL, ETC.**:

The following practices are not permitted: a) Distribution of promotional material, samples, catalogs, pamphlets, or publicity except in the exhibitor’s space; b) Use of noisy, electrical or mechanical equipment; c) Wearing of unofficial badges, company name plates, etc., except in addition to official event badge; d) Entry into another exhibitor’s booth without permission of that exhibitor; e) Photographing or examining another exhibitor’s booth without permission of that exhibitor; f) Demonstrations that create an interference with neighboring exhibits or with the normal traffic flow in the aisles; g) Demonstrations or activities which create a fire, safety, or health hazard; h) Any video or audio taping or photographing of any part of the Conference; i) any action, practice or activity that violates any of the Exhibitor Rules and Regulations. VPPPA Show Management reserves the right to interrupt and prevent these practices.

**CONFLICTING MEETING AND SOCIAL EVENTS**:

No exhibitor shall foster or conduct an event during VPPPA Exhibit Hall hours, which would take attendance from the Exhibit floor. Hospitality suites cannot be open during regularly scheduled VPPPA Conference hours.

**HOLD HARMLESS/RESPONSIBILITY CLAUSES**:

It is expressly understood and agreed by the Exhibitor that he/she will make no claim of any kind against the Association for any loss, damage, theft, or destruction of goods, nor for any injury that may occur to himself/herself or his/her employees while in attendance of the VPPPA Conference, nor for any damage of any nature or character whatsoever, and without limiting the foregoing, including any damage to his/her business by reason of the failure to provide space for an exhibit or removal of the exhibit, or for any action of the Association in relation to the exhibit or Exhibitor, and the Exhibitor shall be solely responsible to its own agents and employees and to all third persons, including invitees and the public for all claims, liabilities, actions, costs, damages, and expenses arising out of or relating to the custody, possession, operation, maintenance, or control of said leased space or exhibit for negligence or otherwise relating thereto, and said Exhibitor does hereby indemnify and hold harmless the Association and the Courtyard Marriott, Saratoga Springs, NY against any and all such claims as may be asserted against it.

Should any contingency interrupt or prevent the holding of the VPPPA Conference, the Association will return such portion of the amount paid for space as may be determined to be equitable by the Association after deduction of such amounts as may be necessary to cover expenses incurred by the Association in connection with the Conference. If for any reason, the Association determines that the location of the Conference should be changed or the dates of the Conference postponed, no refund will be made, but the Association shall assign to the exhibitor, in lieu of the original space, such other space as the Association deems appropriate and the exhibitor agrees to use such space under the same rules and regulations. The Association shall not be financially liable or otherwise obligated in the event the Conference is canceled, postponed or relocated except as provided herein.

**ATTENDING CONFERENCE WORKSHOPS**:

Exhibitors are invited this year to attend Conference workshops. However, the bonus workshops on Wednesday they must first register and pay conference fees for that specific Wednesday Bonus workshop.

Exhibitors are invited to attend breakfast and lunch on the days of the conference. The Exhibitor’s personnel lunches are included in the price of exhibiting. The networking reception is on Monday evening, and is included in the fee.

**AUTHORITY**:

The Association shall have the power to adopt and enforce all conference attendance, rules and regulations with respect to the kind, nature and eligibility of Exhibitors adopted by it or set forth herein, and its decision on the matters which may arise there under shall be final.

**SMOKING**:

Smoking is permitted in designated smoking areas outside of the Marriott. But please help us demonstrate a healthier life style by not smoking during any part of the Conference.

**INDEMNIFICATION:**

Conference attendees and guest, to guest, to the extent permitted by law, agree to indemnify VPPPA and its officers, directors, agents, and employees, of and from all claims, demands, or suits for personal injury or property damage, including costs and attorney fees, in any way arising out of or related to third party claims based on indemnifying party’s negligent acts or omissions in connection with the Region II VPPPA Chapter Conference.

**QUESTIONS:**

For information or questions regarding exhibit hall and space assignments, contact Kevin O’Brien at (518) 860 5210 cell or (518) 782-2205 office or kobrien@accesssolutions.com, or Robert Brynes at (518) 361 – 3673 or rbrynes@wtienergy.com. For questions regarding payment and/or registration for booth personnel, email Registration@vpppa.org or call (703) 761-1146 Ext. 111.

**ADVANCE SHIPPING/DELIVERIES AND STORAGE:**

The Courtyard by Marriott has limited space for storage of equipment and materials shipped prior to an exhibit. All Exhibitor shipments must be shipped directly to the Courtyard by Marriott (*see shipping information below*). The Courtyard by Marriott shall not be held responsible or liable for any loss or damage to any goods, merchandise or equipment. It is incumbent upon the Exhibitor to secure its own insurance coverage for pre-event shipping and receiving of the same.

**SHIPPING INFORMATION:
Shipment Address:**

VPPPA REGIONAL II Fall Fourm

 C/O Courtyard by Marriott

Attn: Vendor NAME

11 Excelsior Avenue

Saratoga Springs, NY 12866

(518) 226 – 0051 Colleen Whitaker

**POST SHIPPING:**

Make sure any boxes being shipped back are labeled and arrangements made for pickup. Will need to be coordinate the hotel does not take care of this.

**DECORATIONS/DISPLAYS:**

All exhibits, displays, decorations, signs, third-party logos or trademarks are subject to the approval of Courtyard Marriott, for which approval shall not be unreasonably withheld. Exhibitor shall not attach any item to any wall, floor, window, door or ceiling, without the prior approval of Courtyard Marriott. Exhibitor shall be responsible and pay for any damage occasioned by the attaching or fastening of any item to the premises, whether or not approved by Tropicana Casino and Resort.

**SECURITY:**

Courtyard by Marriott shall not be responsible for any merchandise, personal articles or any items whatsoever damaged, lost, misplaced or stolen, unless Courtyard by Marriott has undertaken an affirmative duty respecting a particular item, such as securing the item in a safe or vault.

**SOLICITATION AND DISTRIBUTIONS:**

Our guests are prohibited from soliciting or distributing materials to our employees or vendors for any reason.

**EXHIBIT SERVICE REQUIREMENTS**

The Exhibit Service Requirements outlined below must be adhered to and contained in all exhibit contracts between show management and its exhibitors.

**NON-FLAMMABLE MATERIALS:**All materials used in the Exhibit Hall, Ballroom or any other meeting space or room provided by **Courtyard Marriott** must be non-flammable and in compliance with the requirements of all local authorities, including but not limited to the Saratoga Springs, NY, Building Departments and Electrical Inspectors Office, and in compliance with all local, state and federal codes. Non-conforming materials will be immediately removed at **the Exhibitor’s** expense. Engines, motors or any kind of equipment require the prior approval of the Convention Services Manager at **Courtyard Marriott**.

**INSURANCE:
Voluntary Protection Program Participants Association - VPPPA** and each Exhibitor shall, at its sole cost and expense, procure and maintain in full force and effect general liability insurance in an amount not less than Two Million Dollars ($2,000,000) naming the Courtyard Marriott, its respective directors, officers, agents and employees as an “additional insured” covering liability for personal injuries, death or property damage, arising out of, or in any way connected with, **Voluntary Protection Program Participants Association – VPPPA’s** obligation pursuant to this Agreement. **Voluntary Protection Program Participants Association - VPPPA** shall provide to **Courtyard Marriott’s** Risk Management Department a Certificate of Insurance as described above, which specifies that this insurance is primary, not Contributory, to the extent of **Voluntary Protection Program Participants Association – VPPPA’s** liability hereunder and not in excess of any other insurance of certificate holder, upon execution of this Agreement.

**Voluntary Protection Program Participants Association - VPPPA** agrees to maintain Worker’s Compensation Insurance in accordance with the laws of the State of New York for employees.

All policies of insurance maintained by **Voluntary Protection Program Participants Association - VPPPA** in accordance herewith shall be written as primary policies (i.e. other coverage with **Marriott Courtyard** may have in place shall not be available for contribution toward any claim covered hereunder) to the extent of **Voluntary Protection Program Participants Association – VPPPA**.

**Voluntary Protection Program Participants Association – VPPPA’s** liability hereunder. Further all policies of insurance issued to **Voluntary Protection Program Participants Association - VPPPA** shall contain endorsements providing that such policies may not be materially changed, amended or canceled with respect to **Marriott Courtyard** except after thirty (30) days prior written notice from the insurance agent to **Marriott Courtyard**.

**STORAGE:**The **Courtyard Marriott** does not have facilities for the storage of exhibits. Shipments that arrive more than 3 business prior to the opening of the show may be refused. Materials not removed from the exhibition at close of the show will be discarded.

**ELECTRICAL SERVICE:**

One standard electrical outlet will be provided complimentary.If you require electrical service in your exhibit area, an electrical service form must be completed and returned to the Hotel three weeks prior to the show. All orders received within three weeks of show’s opening will be assessed at minimum $25.00 service charge.

**FOOD SERVICE**:
No food or beverage may be dispensed from individual exhibit areas.

**FOOD AND BEVERAGE:
The Courtyard Marriott** is responsible for the administration of sales and service of alcoholic beverages. In accordance with **The Courtyard Marriott’s** policy and procedures strictly prohibit all outside alcoholic beverages and food items from being brought into the hotel Meeting Rooms and/or Hospitality Rooms/Suites. All food and/or beverages must be purchased through **The Courtyard Marriott’s** Catering Department and/or Room Service. A violation of this policy will result in confiscation of all items found and/or imposition of a $1,000 per incident service fee in T**he Courtyard Marriott’s** sole discretion.