



**Region II VPPPA Conference  
Tropicana Casino and Resort  
Atlantic City, New Jersey,  
June 1-3, 2015  
2015 CONTRACT FOR EXHIBIT SPACE**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone Number: ( ) \_\_\_\_\_

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

**NAMES AND TITLES OF INDIVIDUALS REQUIRING NAME BADGES (LIMIT OF 2):**

Primary Exhibitor: \_\_\_\_\_  
 Additional Exhibitor: \_\_\_\_\_

**NOTE:** Fee covers primary and one additional booth personnel; additional registrations are \$100.00 per person. Exhibitors who wish to attend conference workshops must register as individual attendees and are expected to pay the full registration fee.

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

Yes, I want to reserve \_\_\_\_\_ 2'x 6' ft. table top display area at the rate of \*\$475.00 per area. Please contact Perry O'Neil at (518) 585-5387 or Tom Aurelia at (518) 365-4393 if you are interested in more than one display area.

Our display does not require the use of an electrical outlet.

Electrical service required. One electrical quad box, 110 volt, AC single phase, 60 cycle up to 300 watts will be provided a no charge. Additional service available at additional charge.

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.

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 May 15, 2015. Please contact the VPPPA National Office for all payments.

VPPPA National Office  
7600-E Leesburg Pike, Suite 100  
Falls Church, VA 22043-2004  
Attn: Laura Rotzler  
(703) 761-1146 Ext. 111

If cancellations or reduction of space is made in writing by postmarked May 15, 2015, 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 May 15, 2015.**

## **SET-UP TIME:**

Monday, June 1, 2015 8:00am – 12:00pm

## **EXHIBIT HOURS:**

Monday, June 1, 2015 12:00pm – 6:30pm

Monday, June 1, 2015, reception in the exhibit hall 5:00pm – 6:00pm

Tuesday, June 2, 2015, 7:30am – 5:30pm

**Tuesday, June 2, 2015 & Wednesday, June 3, 2015, Breakfast and Lunch will be served.**

Wednesday June 3, 2015, optional, 7:30am – Lunch

## **TEAR DOWN:**

Tuesday evening or Wednesday before 1:00pm

**HOTEL RESERVATIONS:**

To make hotel reservations, please call the Tropicana Toll free at (800) 345-8767. Hotel reservations must be made by May 19, 2015 to take advantage of the conference group room rate, \$89.00/night, by providing discount Conference Group Code HVPPPA.

**EVENT COORDINATOR:**

Perry O'Neil

**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 Tropicana Casino and Resort., Atlantic City , New Jersey 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 strictly prohibited from attending any and all Conference workshops without first registering and paying individual Conference attendee fees. Any Exhibitor attending a workshop without first registering as an individual attendee will be charged the maximum registration fee possible.

Exhibitors are invited to attend lunch on the days of the conference. The Exhibitor's primary and one additional booth 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 of the Tropicana Casino and Resort. 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 Perry O’Neil at (518) 585-5387 or [perry.oneil@ipaper.com](mailto:perry.oneil@ipaper.com). For questions regarding payment and/or registration for booth personnel, email [Registration@vpppa.org](mailto:Registration@vpppa.org) or call (703) 761-1146 Ext. 111.

**ADVANCE SHIPPING AND STORAGE:**

The Tropicana Casino and Resort has limited space for storage of equipment and materials shipped prior to an exhibit. All Exhibitor shipments must be shipped directly to the drayage company (*see Warehouse shipping information below*) for transport to the Tropicana. The Tropicana Casino and Resort 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.

**WAREHOUSE SHIPPING INFORMATION:**

**Warehouse Shipment Address:**

VPPPA REGIONAL II CONFERENCE  
c/o AEX Convention Services  
3089 English Creek Ave  
Egg Harbor Township, NJ 08234  
(609) 272-1600

Company Address:  
AEX Convention Services  
3089 English Creek Ave  
Egg Harbor Township, NJ 08234  
(609) 272-1600

**DECORATIONS/DISPLAYS:**

All exhibits, displays, decorations, signs, third-party logos or trademarks are subject to the approval of Tropicana Casino and Resort. 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 Tropicana Casino and Resort. 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:**

Tropicana Casino and Resort shall not be responsible for any merchandise, personal articles or any items whatsoever damaged, lost, misplaced or stolen, unless Tropicana Casino and Resort has undertaken an affirmative duty respecting a particular item, such as securing the item in a safe or vault. (Customer shall be responsible for obtaining its own system of security in the event it requires the same.)

**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 **Tropicana** must be non-flammable and in compliance with the requirements of all local authorities, including but not limited to the Atlantic City Fire, Building Departments and Electrical Inspectors Office, and in compliance with all local, state and federal codes. Non-conforming materials will be immediately removed at **Voluntary Protection Program Participants Association – VPPPA’s** expense. Engines, motors or any kind of equipment require the prior approval of the Convention Services Manager at **Tropicana**.

### 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 Tropicana Atlantic City Corp, d/b/a Tropicana Casino and Resort, 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 **Tropicana’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** is responsible to obtain a copy of insurance from each exhibitor.

**Voluntary Protection Program Participants Association - VPPPA** agrees to maintain Worker’s Compensation Insurance in accordance with the laws of the State of New Jersey 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 **Tropicana** 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 **Tropicana** except after thirty (30) days prior written notice from the insurance agent to **Tropicana**.

### STORAGE:

The **Tropicana** does not have facilities for the storage of exhibits. Shipments that arrive 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:**

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 a \$25.00 service charge.

**TELEPHONE SERVICE:**

If you require an outside telephone line for long distance calls, you must contract the **Tropicana** Catering/Convention Services Office at 609-340-4086. There is a \$100.00 charge for hook-up, plus the cost of your calls. Orders must be placed three weeks prior to show's opening.

**FOOD SERVICE:**

No food or beverage may be dispensed from individual exhibit areas without the prior written permission of the Director of Catering/Convention Services. To make arrangements, please call 609-340-4072.

**MATERIAL HANDLING/ARRIVAL AD DEPARTURE PROCEDURES:**

**Tropicana** requests the use of an approved Drayage Company for freight storage and handling. **Tropicana** must be notified and approve arrival and departure times for all materials displayed.

If your group does not use a Drayage or Freight Company, all exhibit materials must only be of hand carryable size and weight in order to comply with union regulations and be accepted on site. No freight will be accepted in advance of the day of the show.

No nails or bracing wires used in erection displays may be attached to the building without the written consent of the **Tropicana** Convention Services Manager. All property destroyed or damaged by Exhibitors must be replaced to its original condition by Exhibitor or at the Exhibitor's expense.

**ADVANCE DELIVERIES:**

Any item being sent to the hotel in advance of your arrival should be addressed to **Tropicana Business Center**. Your package should be clearly marked with your name and your arrival date. Upon arrival, please contact the Business Center located on the 1<sup>st</sup> floor, North Tower, to pick up your packages. The hotel will not be responsible for any items unclaimed after 72 hours from arrival date on the package. The hotel will charge a storage fee for packages arriving prior to your meeting. Storage and delivery fees, based on weight, will apply for all items sent to the Business Center.

All items sent to **Tropicana** for your meeting should be addressed to the guest who will be picking the item up and include the name of the meeting. There is a storage charge for items received as well as handling charge.

All items shipped will be held in our Business Center on the 1<sup>st</sup> Floor in the North Tower. It is the client's responsibility to sign for, pay and retrieve all items from the Business Center.

Business Center hours are Monday - Friday 9AM-4:30PM

**Storage Fee:**    \$5.00 per box per day up to 50 lbs  
                         \$20.00 per day over 50 lbs

**Handling Fee:** \$3.00 per letter/package  
\$5.00 per box per day up to 50 lbs  
\$20.00 per day over 50 lbs

Incoming packages and boxes to the Hotel are to be addressed as follows:

Tropicana Casino and Resort  
Attention: *NAME OF PERSON RETRIEVING PACKAGE*  
*CONFERENCE NAME / DATE OF CONFERENCE / MEETING*  
2831 Boardwalk  
Atlantic City, NJ 08401

Attendees are responsible for making sure items to be shipped out are arranged with our Business Center prior to the conclusion of your meeting.

**FOOD AND BEVERAGE:**

**Tropicana** is a CHAB licensee under the Casino Control Act and Regulations promulgated thereunder (collectively the “Act”) and is responsible for the administration of sales and service of alcoholic beverages. In accordance with **Tropicana** obligations under the Act, **Tropicana’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 **Tropicana’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 **Tropicana’s** sole discretion.