



Call for Exhibitors

VPPPA Region 1 Conference & Exposition
May 7-9, 2018
Sea Crest Beach Hotel, N. Falmouth. MA

Conference Planning is underway for the 2018 VPPPA (Voluntary Protection Program Participant's Association) Region 1 (New England) Conference and Exposition. The annual conference is the premier safety and health conference in New England focusing on the OSHA Voluntary Protection Program and VPP Excellence. Approximately 300 attendees are expected for this conference at Sea Crest Beach Hotel, N. Falmouth, MA. The Region 1 Exposition Hall will be held in conjunction with the Conference & Workshops on Monday May 7th thru Wednesday May 9th.

Please send payment and registration forms to the National VPPPA (see payment section on page 4 for details)

Conference Location: Sea Crest Beach Hotel, 350 Quaker Road, N. Falmouth, MA 02556.

Exhibit Hours: Monday, May 7 from 5:00 PM to 6:00 PM (social hour reception in Exhibitor Hall)
Tuesday, May 8 from 7:00 AM to 3:00 PM
Wednesday, May 9 from 7:00 AM to 10:00 AM

Booth Assignment: Exhibit tables will be in the space provided by Sea Crest Beach Hotel near the conference area. **Booths are assigned onsite, upon availability on a first come, first serve basis.** Sub-leasing of assigned space is not allowed. VPPPA Region 1 Chapter reserves the right to alter space if it deems necessary in the best interests of the exhibition. VPPPA, Region 1 Chapter will make every effort to consult with exhibitors in these matters.

Set-up Time: Monday, May 7 from 9:00 AM to 5:00 PM.

All set-ups must be completed prior to the Exhibit Hall opening at 5:00 PM on May 7th.

Tear Down Time: Exhibitor equipment should be removed from the premises by 4:00 PM on May 9th.

Services: No additional equipment such as A/V services or telephone connections will be provided. Electrical power may be available depending on location in the exhibit area. VPPPA Region 1 Chapter will make every reasonable effort to accommodate your needs.

Upon submittal of your contract with payment, a confirmation will be e-mailed to you from the National VPPPA.

The cost for one Booth is \$545.00 and includes:

- ❖ ONE draped table with 2 chairs.
- ❖ Invitation for ONE person (per booth purchased) to all conference meals and entertainment.
- ❖ Listing in Conference Program (if registered as Exhibitor by April 13).
- ❖ Additional Booth Personnel may register at \$300.00 each.
- ❖ All registered Booth Personnel are invited to conference meals and entertainment.



Sea Crest Beach Hotel Rules and Package Shipment:

The exhibitor agrees to confirm to the Sea Crest Beach Hotel rules. Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the **Hotel**. (This excludes delivery of any food or beverage items that are also sold or furnished by the **Hotel**. The **Hotel** will not accept delivery of such items.) Failure to do this may result in deliveries being refused or materials being unavailable when required. Any materials being sent to the **Hotel** must be marked as follows:

1. **Hold for Arrival** – Name/company, VPPPA Region 1 Conference
2. **Complete Return Address**
3. **Sea Crest Beach Hotel Conference Manager's Name**
4. **Number of Boxes** - Ex: Box 1 of 1, Box 1 of 2, etc.
5. **Address Package as Follows: The Sea Crest Beach Hotel, 350 Quaker Road, North Falmouth, MA. 02556**

The Conference Planning Department must be informed of any packages being shipped to the hotel. Incoming Package Handling Fees apply. Storage Fees will be assessed if shipments are received more than three days before event. All outgoing packages need to have shipping labels on them and called in to the freight carrier for pick-up. The **Hotel** does not accept any liability for equipment, goods, displays, or other materials that arrive or fail to arrive at the **Hotel**. The **Group** is responsible for insuring its property for loss or damage. Packages should not arrive earlier than three (3) days in advance of event start date.

All costs involving shipping and storage are the responsibility of the exhibitor. The exhibitor will assume total responsibility for the arrival and receipt of their materials and VPPPA Region I Chapter will not assume accountability. If conference materials do not arrive on time for the conference, the conference fee is not refundable.

HOTEL RESERVATIONS:

Hotel and airline costs are not included. It is the responsibility of the exhibitor to make hotel and travel arrangements. To make reservations at the Sea Crest Beach Hotel, please call directly to 800-225-3110 or 508-540-9400 and refer to the **VPPPA REGION 1 Conference** to secure the preferred rate. Hotel rooms available on a first come, first serve basis.

HOLD HARMLESS/RESPONSIBILITY CLAUSES:

Exhibitors shall indemnify and hold harmless VPPPA Region 1 Chapter and Sea Crest Beach Hotel and its service agents from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removing or display of exhibits. Exhibitors shall indemnify and hold harmless VPPPA Region 1 Chapter, Sea Crest Beach Hotel and their respective employees, board of directors, membership and agents against any claim or expenses arising out of the use of the exhibition premises.

CANCELLATION POLICY:

Exhibit booth space cancellations are non-refundable. The VPPPA Region 1 Chapter reserves the right to cancel 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 incurred due to cancellation of the conference due to any circumstances beyond the control of VPPPA Region 1 Chapter or Sea Crest Beach Hotel.

NOTES:

VPPPA Region 1 Chapter may, at its discretion, 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 exhibit space.

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.



Contract for Exhibitor Space

2018 Region 1, VPPPA Conference
Sea Crest Beach Hotel
350 Quaker Road
North Falmouth, MA. 02556

Cutoff date: April 13, 2018

Companies Exhibit Coordinator Contact Information

*Prefix Dr. Miss. Mr. Mrs. Ms. Rev. The Honorable

*First Name: _____ *Last Name: _____ Designation _____

Badge Nick Name: _____ *Title: _____

*E-mail: _____

*Company: _____
(Business address only)

*Street Address/P.O. Box: _____ *City: _____ *State: _____ *Zip: _____

*Telephone: _____ Fax: _____

*VPPPA Affiliate Member? Yes No, but I would like to receive more information No

\$545.00 Exhibitor Booth (includes one person)
If Exhibit Booth Personnel is not the same as Exhibit Coordinator Contact listed above, please complete the Booth Personnel Registration Form on next page.

Same as above

Number of Additional Booth Personnel _____ x \$300.00 = _____

Payment:
\$ _____ Total payment **Tax ID: #54-1598954**
(Registrations without a method of payment will not be processed)

American Express MasterCard Visa Check #: _____ (Payable to VPPPA)

Card #: _____ Expiration Date: _____

Card holder's name: _____

Please sign and date on the line below.

Signature: _____ Date: _____

By submitting this contract, I have read and agreed to the terms and conditions of this contract for exhibit space and services at the 2018 Annual Region 1 Chapter Voluntary Protection Programs Participants' Association (VPPPA) Conference to be held at Sea Crest Beach Hotel on May 7-9, 2018.

Product Category:

Please write a brief description of your company, products and services in the space provided below:



Additional Exhibit Booth Personnel Registration Form

BADGES: For badge purposes, please list Exhibit Booth Personnel, as they want their name to appear on the badges. If you require Additional Booth Personnel, there is a charge of \$300.00 per person. Booth Personnel Substitutions may be made prior to **April 27, 2018**. Exhibit booth space cancellations are non-refundable. The VPPPA reserves the right to cancel 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 incurred due to cancellation of the conference due to any circumstances beyond the control of VPPPA or Sea Crest Beach Hotel.

Booth Personnel: *Primary exhibitor- Please complete only if the Exhibit Booth Personnel is the same as the Exhibit Coordinator Contact. If not, please complete the Additional Booth Personnel.*

*Prefix Dr. Miss. Mr. Mrs. Ms. Rev. The Honorable
*First Name: _____ *Last Name: _____ Designation _____
Badge Nick Name: _____ *Title: _____
*E-mail: _____

Additional Booth Personnel: \$300.00 Additional Booth Personnel*

*Prefix Dr. Miss. Mr. Mrs. Ms. Rev. The Honorable
*First Name: _____ *Last Name: _____ Designation _____
Badge Nick Name: _____ *Title: _____
*E-mail: _____

Additional Booth Personnel: \$300.00 Additional Booth Personnel*

*Prefix Dr. Miss. Mr. Mrs. Ms. Rev. The Honorable
*First Name: _____ *Last Name: _____ Designation _____
Badge Nick Name: _____ *Title: _____
*E-mail: _____

Additional Booth Personnel: \$300.00 Additional Booth Personnel*

*Prefix Dr. Miss. Mr. Mrs. Ms. Rev. The Honorable
*First Name: _____ *Last Name: _____ Designation _____
Badge Nick Name: _____ *Title: _____
*E-mail: _____

**Costs for Additional Booth Personnel will be applied to the credit card information provided on the contract for Exhibit space. If checks are preferred, please submit payment with this form. Registrations are not processed without payment.*

PAYMENT:

-For checks (payable to VPPPA, Inc.), mail your registration form and payment to:

Regular mail:

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

- For credit cards (24 hours a day), fax this registration and credit card payment to: (703) 761-1148.

- Registration questions: contact the VPPPA at (703) 761-1146, ext.111 or e-mail: Registration@vpppa.org

- Exhibitor questions: contact the Region I Chapter Conference Exposition contact, **Mike Avery** at 413-526-2336 or via e-mail michael.avery@cartamundi.com