



# Call for Exhibitors

VPPPA Region 1 Conference & Exposition

May 15<sup>th</sup> – 17<sup>th</sup> 2017

**Killington Grand Resort & Conference Center  
228 East Mountain Rd, Killington, Vermont 05751**

Conference Planning is underway for the 2017 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 event. The Region 1 Exposition Hall will be held in conjunction with the Conference & Workshops on Monday May 15<sup>th</sup> thru Wednesday May 17<sup>th</sup>.

**Please send payment and registration forms to the National VPPPA (See Payment section on page 4 for details).**

**Conference & Exhibit Hall Location:** Killington Grand Resort & Conference Center, Killington, VT.

Attendees can call (800) 282-9955 to secure their overnight rooms on or before April 15, 2017. In order to receive your special rate, individuals must indicate that they are with “**VPPPA 2017 Conference**”.

**Exhibit Hall Hours:** Monday, May 15 from 5:00 PM to 6:00 PM (social hour reception)  
Tuesday, May 16 from 7:00 AM to 3:00 PM  
Wednesday, May 17 from 7:00 AM to 10:00 AM

**Booth Assignment:** Booths are assigned onsite, upon availability on a first come, first serve basis.

Exhibit tables will be in the space provided by the Killington Resort near the conference area. 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 15<sup>nd</sup> 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 15.

**Tear Down Time:** Exhibitor equipment should be removed from the premises by 4:00 PM on May 17<sup>th</sup>.

**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 15).
- ❖ Additional Booth Personnel may register at \$300.00 each.
- ❖ All registered Booth Personnel are invited to conference meals and entertainment.

**Killington Hotel Rules and Package Shipment:** The exhibitor agrees to confirm to the Killington Hotel rules. To ensure proper handling of your meeting materials, each item should be clearly marked with the following: Volunteer Protection Programs Participants Association, Arrival Date, and Exhibitor name. Hotel will accept in bound shipments at a maximum of seven (7) business days prior to your event. The exhibitor is responsible for the arrangements and all expenses of shipping materials to and from the Hotel. All items are stored at client's own risk. There is a \$5.00 charge per box for Standard Size Shipments, and a \$10.00 charge per box for Oversized Shipments. **Please note:** Killington does not provide pallet jacks for oversized shipments.

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 Killington Grand, please call directly (800) 282-9955 and refer to the “**VPPPA 2017 Conference**”. to secure the preferred rate.

**Hold Harmless/Responsibility Clauses:** Exhibitors shall indemnify and hold harmless VPPPA Region 1 Chapter and Killington Grand Resort 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, Killington Grand Resort 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 Killington Grand Resort.

**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  
2017 Region 1 VPPPA Conference  
Killington Grand Resort & Conference Center  
228 East Mountain Rd, Killington, Vermont 05751**

**Cutoff date: April 15, 2017**

**Company's 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 2017 Annual Region 1 Chapter Voluntary Protection Programs Participants' Association (VPPPA) Conference to be held at the Killington Grand Resort in Killington, VT on May 15-17, 2017

**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 15, 2017**. 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 Killington Grand Resort.

**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\***

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\*E-mail: \_\_\_\_\_

**Additional Booth Personnel: \$300.00 Additional Booth Personnel\***

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\*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](mailto: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](mailto:michael.avery@cartamundi.com) .