

2017 ARIZONA APCO/NENA STATE TRAINING CONFERENCE



September 5 – 7, 2017

Tempe Mission Palms Hotel
60 East Fifth Street
Tempe, Arizona 85281

Vendor Chairperson: Tonia Rogers
trogers@tollesonaz.org
(602) 361-8696 (mobile)
(623) 907-2775 (fax)

Wednesday, September 6, 2017

****EXCLUSIVE** Vendor Hours - 11:00 AM – 2:00 PM**
Vendor Hall Open 11:00 PM – 3:00 PM

Vendor Hall Table Rental Information

Vendor Hall opens at 8:00 AM for set up on Wednesday, September 6, 2017.
Vendor tabletops must be taken down by 8:00 PM on Wednesday, September 6, 2017

Table Prices:

\$400.00 per table

Table (6' x 30") includes two (2) name badges for day of vendor show attendance
Table skirting provided, along with two chairs and electrical outlet

Vendor Sponsorships

GOLD Sponsor - \$3,000.00

- Includes two (2) tables in the Vendor Hall
- Four (4) full conference registrations
- Special recognition and partial sponsorship of specific event; i.e., Wednesday Networking Mixer, Lunch in the Vendor Hall, Wednesday Snack Shack and/or Thursday Snack Shack
 - *Please specify event sponsorship preference*
- Sponsor's logo featured in all Conference literature, Conference mobile app and on the Conference web site

SILVER Sponsor - \$2,000.00

- Includes two (2) tables in the Vendor Hall
- Three (3) full conference registrations
- Special recognition and partial sponsorship of specific event; i.e., Registration table, attendee bags, pre-conference course, awards presentation,
 - *Please specify event sponsorship preference*
- Sponsor's logo featured prominently in all Conference literature and on the Conference web site

BRONZE Sponsor - \$750.00

- Includes one (1) table in the Vendor Hall
- Two (2) full conference registrations
- Sponsor's logo featured in Conference literature, Conference mobile app and on the Conference web site

Booths are assigned on a first come, first serve basis. Aisle and end tables fill up quickly, so reserve space early. No exhibitor will be allowed in the Vendor Hall prior to receipt of the full payment. The Vendor Chairperson reserves the right to relocate the exhibit areas for the benefit of the exhibitor or for the betterment of the Arizona APCO-NENA Association. No exhibitor shall assign, sublet or share their rented space without the consent of the Vendor Chairperson.

The vendor hall area will be closed and secured by 8:00 PM on Wednesday, September 6, 2017 and no further entrance will be allowed after. In the case of any special circumstances, permission must be obtained from the Vendor Chairperson to alter the time in and/or time out to set up exhibits.

Vendors are responsible for arranging shipping to and from the Arizona APCO-NENA State Training Conference host venue. Exhibitors will also need to work directly with the host hotel, the Tempe Mission Palms Hotel, to arrange any special deliveries or other vendor needs. (Please see attached addendum from the Tempe Mission Palms Hotel regarding shipping and exhibit information.)

Each exhibiting firm agrees to comply with all Federal, State and local laws and ordinances applicable to the leased space and also such rules and regulations as deemed necessary by the Vendor Chairperson and/or the Vendor Hall facility. All matters not covered by these regulations are subject to the final decision of the Conference Chairperson. The exhibiting firm or its representative who fails to observe these conditions may be excluded from the exposition without refund.

In the event a vendor needs to cancel their table rental, cancellations must be made via written correspondence to the Vendor Chairperson prior to July 31, 2017 for a full refund. Cancellations made after July 31, 2017 will not be issued a refund.

All displays must be erected and open for viewing by the date and hour of Vendor Hall opening. In the event the vendor/exhibitor fails to install their display within the time limit set for the opening of the Vendor Hall, the Vendor Chairperson shall have the right to take possession of said space and resell all or part thereof. Likewise, the deadline for removal of Vendor Hall displays will be firmly enforced. In the event vendor materials are still in the Vendor Hall after the required take down time, the Conference Chairperson reserves the right, with no liability for damage, spoilage or loss, to have the materials dismantled, cleared and stored; with the work done at the sole expense of the vendor/exhibitor.

At all times, every person, including temporary exhibitor representatives, must wear an identifiable and acceptable Arizona APCO-NENA State Training Conference badge. During open Vendor Hall hours, the exhibitor's table must be staffed. No admittance into the Vendor Hall will be allowed outside the designated hours, unless special permission is granted by the Vendor Chairperson. Only the vendor/exhibitor of an assigned space or Conference staff may be permitted to enter said space. At the Conference Chairperson's discretion, exhibitors violating this rule may be immediately expelled from the remainder of the Conference without refund of any portion of the registration fee. Photography will be limited to open Vendor Hall hours and pictures may only be taken from the aisles. The only exceptions are photos taken by Conference staff or exhibitors taking pictures of their own booths.

Addendum:

Tempe Mission Palms Hotel Exhibitor's Contract

EXHIBITOR'S CONTRACT:

It is understood the primary nature of your exhibit program is 6'x30". The exhibit area will be available for the exposition company's set-up on September 6, 2017 from 8:00am to 11:00am. It is understood the exhibit portion of your convention will have concluded and be completely clear of the Tempe Mission Palms Hotel and Conference Center by September 6, 2017 at 8:00pm.

A copy of your proposed exhibitor's contract must be submitted to the Hotel's conference services manager prior to its printing and distribution to ensure that the Hotel is protected and that your exhibitors have received complete information and instructions, as well as rules and regulations governing exhibits at the Hotel. Your exhibitor's contract must include the following Hold Harmless Clause:

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of or related to exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its owners, agents, servants and employees from any and all such losses, damages and claims.

SHIPMENT INFORMATION:

Oversized shipments must be approved by the Catering/Conference Services Coordinator in advance.

NOTE: Please make copies of the carrier's tracking/air bill numbers and keep in your possession until you receive your boxes. This will enable the Resort to immediately track any shipments and insure that your Carrier has delivered them.

Please number all boxes in a series and address each box as follows:

Tempe Mission Palms Hotel
60 East 5th Street
Tempe, AZ 85281
Attn: _____
Arizona APCO-NENA State Training Conference
Box ____ of ____

NOTE: Outgoing Shipment charges will require a credit card or your Carrier Billing Account Number (such as Federal Express, UPS, etc.).

*** ABOVE INFORMATION IS DIRECTLY FROM THE TEMPE MISSION PALMS HOTEL

2017 ARIZONA APCO-NENA STATE TRAINING CONFERENCE AND VENDOR SHOW

Exclusive Vendor Show Wednesday, September 6, 2017 - 11:00 PM to 2:00 PM

Vendor Hall Hours Wednesday, September 6, 2017 – 11:00 PM – 3:00 PM

Vendor Hall opens at 8:00 AM for set up on Wednesday, September 6, 2017

Exhibitor Registration Form

Company Name:

Address:

City: State: Zip:

Contact Name: Phone:

E-Mail: Fax:

Gold Level Sponsorship \$3,000.00

- Includes two (2) tables in the Vendor Hall
- Four (4) full conference registrations
- Special recognition and partial sponsorship of specific event; i.e., Wednesday Networking Mixer, Lunch in the Vendor Hall, Wednesday Snack Shack and/or Thursday Snack Shack
 - **Please specify event sponsorship preference above**
- Sponsor's logo featured in all Conference literature, Conference mobile app and on the Conference web site
- Table skirting provided, along with two chairs, electrical outlets and trash can

Silver Level Sponsorship \$2,000.00

- Includes two (2) tables in the Vendor Hall
- Three (3) full conference registrations
- Special recognition and partial sponsorship of specific event; i.e., Registration table, attendee bags, pre-conference course, awards presentation,
 - **Please specify event sponsorship preference above**
- Sponsor's logo featured prominently in all Conference literature and on the Conference web site
- Table skirting provided, along with two chairs, electrical outlets and trash can

Bronze Level Sponsorship \$750.00

- Includes one (1) table in the Vendor Hall
 - Two (2) full conference registrations
 - Sponsor's logo featured in Conference literature, Conference mobile app and on the Conference web site
 - Table skirting provided, along with two chairs, electrical outlets and trash can
-

6 ft skirted vendor table @ \$400.00 each **Table Quantity:**

- Table includes two (2) name badges for day attendance
- Table skirting provided, along with two chairs and electrical outlets

Table Preferences:

1st Choice

Host Hotel: Tempe Mission Palms Hotel
60 East 5th Street
Tempe, AZ 85281

2nd Choice

3rd Choice

Exhibitor Badge Registration Form

Company Name:

Exhibitor Badge #1:

Name:

Title:

Phone:

E-Mail:

Exhibitor Badge #2:

Name:

Title:

Phone:

E-Mail:

***** As part of 'Bingo in the Exhibit Hall' we are also looking for donations of raffle prizes. Please contact Tonia Rogers at trogers@tollesonaz.org or at 602-361-8696 if your company would like to donate a raffle prize.**

The raffle drawing will be done on Wednesday, September 6, 2017 at 3:00 PM in the vendor hall.

**GOLD AND SILVER SPONSORS ONLY
USE FOR TWO ADDITIONAL ATTENDEES**

Exhibitor Badge #3: (Badge #3 for Gold and Silver Sponsors)

Name:

Title:

Phone:

E-Mail:

Exhibitor Badge #4: (Badge #4 for Gold Sponsors)

Name:

Title:

Phone:

E-Mail:

Total Name Badges Required:

(Charges may apply for additional name badges)

TOTAL PAYMENT DUE:

All vendor show registrations must be paid in full prior to receiving a table assignment.

Please complete the billing information below and an invoice will be sent to the email listed for payment either by credit card or funds transfer. If payment by check is preferred, please print the invoice and return it to the address listed below along with the check.

Billing Contact: _____

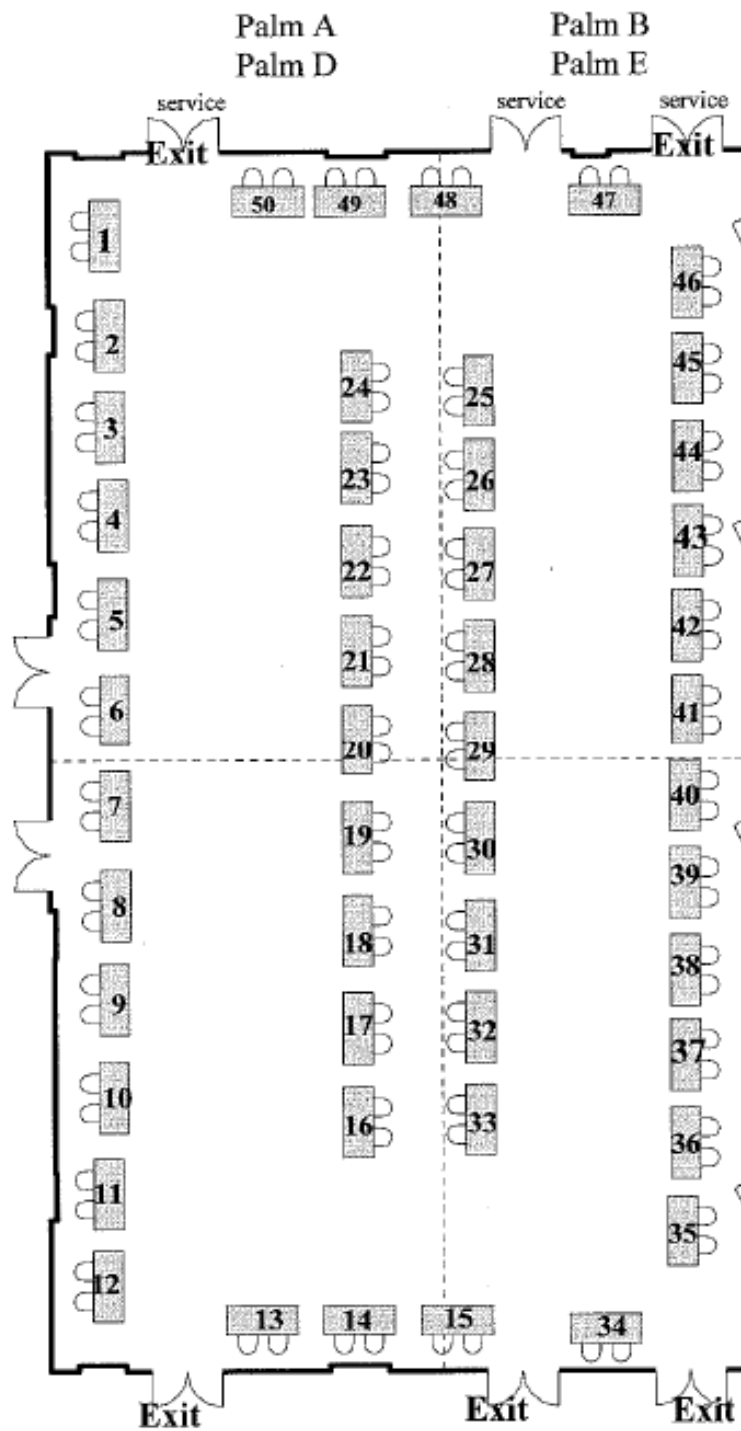
Email Address: _____

Telephone Number: _____

Please make checks payable to: Arizona APCO-NENA State Training Conference

Mail Registration with payment to: *Tolleson Police Department
Attn: Tonia Rogers – APCO-NENA State Training Conference
8350 West Van Buren Street
Tolleson, AZ 85353*

*To assure the best table reservation, in addition to mailing your check with the original vendor registration, also please send a copy of your vendor registration document to the Vendor Chairperson, Tonia Rogers, by fax at 623-907-2775 or by email at trogers@tollesonaz.org.



Exit Doors cannot be blocked