

KS CHAPTER OF APCO FALL CONFERENCE VENDOR CONTRACT

We hereby apply for exhibit space at the **Kansas Chapter of APCO's** Fall Conference Exhibition, to be held October 10, 11 & 12, 2010 in Wichita, Kansas

Company Name _____
(As it should appear on your booth sign)

Contact Person and Title _____
(As it will appear in the Attendee Notebook/Conference Program)

Attendee(s) Name: _____

Address _____
(All future exhibition correspondence will be sent to this address)

City _____ State _____ Zip _____

Phone _____ FAX _____ EMAIL _____

List exhibitors from whom you desire booth separation. (We will make every effort to accommodate your requests, but we cannot guarantee them)

No booth(s) will be held for potential exhibitors without a written contract. Exhibitor contract accepted on a first-come, first-served basis. Payment must be included with signed contract.

We are interested in: (Please contact Michele Abbott (620) 382-2144 or mbecker@marioncoks.net)

- Sponsoring a Social Function Providing Sponsorship in the amount of \$ _____
- Furnishing a door prize T-shirt Sponsorship

Send payment to: Kansas Chapter APCO
209 Hudson
Oakley, Kansas 67748



8' X 8' Booth Space \$ 400.00

Two passes will be provided to **all functions** of the conference, with payment of vendor fees.

All other attendees, from said company, will be charged for their participation in the conference, including all meals. **All vendors are responsible for their own sleeping room.**

Cost per booth		\$ 400.00.
Times Total Number of Booths	X	_____
**Electricity @ \$ 15.00		_____

TOTAL BOOTH RENTAL _____

ADDITIONAL TICKETS:

Booth Staff @ 50.00	X	_____
<i>(Includes Lunch and Banquet tickets)</i>		

BALANCE DUE by: October 1, 2010 _____

BOOTH INFORMATION

Size of display _____

Wall display _____ (size) Floor display _____ (size)

Electricity needed _____ (Y/N)

Table required _____ (Y/N) (an **6 foot table** supplied with two chairs).

EXHIBITOR SCHEDULE

April 18, 19 & 20, 2010

Set-up	Sunday	1 to 5 PM (FIRM)
Open Vendor Room	Sunday	5 PM to 7 PM
Sunday Night Social	Sunday	7 PM to Midnight
TEAR DOWN	Tuesday	1:00 PM

A completed schedule will be posted on our web page www.ksapco.net

ALL Vendor sponsored events are open to EVERY registered Attendee!

The Kansas Chapter of APCO is requesting consideration be given to other vendors regarding to set up and teardown; Times are Firm (unless previous arrangements are made).

The Vendors who will be staying the entire conference deserve the full attention of conference attendee's and should not be distracted by teardowns. **A \$200 fee will be assessed for early teardown.**

Due to the reduced show hours, special arrangements can be made with staff for additional time in the show room, should you desire to set up personal appointments with customers.

Late Fee & Cancellations -- Contracts received after **October 1, 2010** will be assessed a \$50 late fee. A \$100 administrative fee will be assessed for all exhibit booth cancellations. NO refunds will be given for cancellations received after **October 1, 2010**. No telephone cancellations will be accepted.

Booth Staff – List the names and titles of the representatives that will be staffing your booth. Be sure to indicate who is to receive the complimentary conference registration.

(1) _____ (2) _____
(Included in booth registration) (Included in booth registration)

Additional booth staff tickets needed for: Name _____ \$50 each
(Includes all sponsored meals) (As it will appear on name tag)

Name _____
(As it will appear on name tag)

Name _____
(As it will appear on name tag)

We agree to comply with all rules and guidance as provided.

Signature _____ Title _____ Date _____

(The exhibitor, on signing the contract for exhibit space, expressly releases the Ks Chapter of APCO and its members and representatives, from any and all claims of injury, loss or damage that may occur to the exhibitor, the exhibitor's employees, or the exhibitor's property from any cause whatsoever.)



Kansas Chapter of APCO ~ 209 Hudson, Oakley Kansas 67748
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