This agreement is entered into between the Voluntary Protection Programs Participants’ Association Region VII (hereafter referred to as “VPPPA”), and , (hereafter referred to as “Exhibitor”).

The VPPPA Region VII Conference will be held:

**DES MOINES MARRIOTT DOWNTOWN**

**700 Grand Avenue**

**Des Moines, IA, 50309**

**Phone: (515) 245-5500**

**Fax: (515) 245-5567**

**October 24th – 26th**

Exhibitor purchase price for one 8’x 10’ booth is $500. Booth fee includes:

* One-8’ skirted table (rod and draped), two chairs, trash can and a booth sign with company name.
* All scheduled meals meetings/activities/entertainment for ONE person per booth (Additional exhibitor personnel - $120 per person).
* Following the conference each exhibitor will receive a list of all conference attendees.
* Methods to draw attendees to the exhibitor area (exhibitor sign-off cards for prize drawings, Vendor reception, all breaks in exhibit hall, and more).
* Option of electrical outlet and/or one extra table ($90 / $100 additional cost to Exhibitor).

**EXHIBITOR MUST COMPLETE THIS SECTION Please indicate your booth choices:**

**Payment Summary Amount Due**

Booths – number of booths x $500 $\_\_\_\_\_\_\_\_\_\_\_

**(Early bird discount if registering before 4/30/22, cost is x $450)**

Additional booth personnel – $120 per additional person $\_\_\_\_\_\_\_\_\_\_\_

Additional booth table - $100 for one extra table $\_\_\_\_\_\_\_\_\_\_\_

Electrical outlet – $90 (110V), or $150 (220V) $\_\_\_\_\_\_\_\_\_\_\_

Sponsorship Amount (If desired to donate) $\_\_\_\_\_\_\_\_\_\_\_

**Donation of Silent Auction Item (If desired to donate $$$ or item)**

(If you donate $$$, we will purchase an item for you for the auction)

Item or $$$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Value\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Amount Due $\_\_\_\_\_\_\_\_\_\_\_

**PAYMENT**

Payment must be received with this contract in order to process

* If paying by check: **make payable to VPPPA Region VII**
* If paying by credit card: complete the following **(please be sure to write clearly):**

 American Express  Master Card  Visa  Discover  Other \_\_\_\_\_\_\_\_\_\_\_

Card # Expiration Date

Card Holder’s Name

Return completed and signed contracts, with payment, no later than October 10th, 2022 to:

Brent Nelson: Bayer; P.O. Box 73, Kearney, NE 68848

(Scan and email) E-mail: [**brent.nelson@bayer.com**](mailto:brent.nelson@bayer.com)

Phone: (308) 627-5292

**PRODUCT CATEGORY**

Please describe your company’s services or products, i.e., PPE, safety consultants, promotional products, etc., **(Be specific please).** Please also provide your company logo for conference recognition/advertising (PNG, JPEG, and GIF only).

**SPONSORSHIP OR ITEM FOR THE SILENT AUCTION**

The success of the Region VII VPPPA annual conference is dependent upon the tremendous efforts of our many volunteers and exhibitors, and the financial contributions of individuals and companies like you. We greatly appreciate your sponsorship consideration. Please visit our website at [www.regionviivpp.org](http://www.regionviivpp.org) for more sponsorship information.

**CONFERENCE SCHEDULE**

**Exhibitor Booth Location**: Exhibitor booths will be located in the Main Ballroom. All beverage breaks as well as the Exhibitor Reception on the evening of Tuesday, May 18th (bar and food) will be held in this room.

* **Set-up Time**: Monday, October 24th from Noon to 5:00pm. (Reception now Tuesday night)
* **Exhibit Hours**: Tuesday, October 25th from 8:00am to 6:30pm (Exhibitor Reception begins at 5:00pm and ends at 6:30pm, entertainment to follow); and Wednesday, October 26th from 7:00am to 11:30am. You are welcome to leave after the exhibitor reception. We appreciate you staying for Wednesday however if you need to leave, we understand.
* **Tear-down Time**: Tuesday after the exhibitor reception or Wednesday, October 26th; Exhibitors may tear down following the morning break and be done by 12:00 pm (for closing session). Please do not tear down during the closing session due to noise. Again, you may exit the conference on Tuesday evening, we provide that option. Just let us know.

Exhibit booth space shall be assigned just before the conference. Space may be limited; therefore, your prompt response is important. Sub-leasing of assigned space is not allowed. VPPPA reserves the right to alter the space if deemed necessary for the best interests of the exhibition. VPPPA will make every effort to consult with Exhibitors in these matters.

**BADGES & SPECIAL DIETARY NEEDS**

For badge purposes, please list booth personnel as they want their name to appear on their badge. One person per booth included in booth registration. Registration for additional booth attendants is $120 per person. **Please indicate special dietary needs for attendees.**

Booth attendant #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Special Dietary Needs Yes\_\_\_ No\_\_\_\_⁯

Booth attendant #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Special Dietary Needs Yes\_\_\_\_ No\_\_\_\_ ⁯

Booth attendant #3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Special Dietary Needs Yes\_\_\_\_ No\_\_\_\_ ⁯

**HOTEL RULES & DISCLOSURES**

NON-FLAMMABLE MATERIALS: All materials used in the Exhibit Hall, Ballroom, or any other room of the hotel MUST be non-flammable to conform with the Fire Regulations of Des Moines, Iowa. Electrical wiring and equipment installation must conform to appropriate Des Moines, Iowa codes. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment shall not to be operated without the consent of the Event Manager of the Hotel.

SPECIAL NOTICES: No adhesives, nails or bracing wires, used in erecting displays, may be attached to the building without written consent of the Event Manager and must be replaced in its original condition by the exhibitor or at the exhibitor's expense.

STORAGE: The Hotel has no facilities for the storage of exhibits. All shipments for an exhibit must be directed to the official drayer. Shipments that arrive prior to the show date will be directed to the official drayers warehouse for storage and delivery to the exhibitor’s booth on show date.

FOOD AND BEVERAGE GIVEAWAYS: Any food or beverage dispensed or given away at the booths must be purchased from the Marriott Hotel.

SHIPPING & RECEIVING: Any packages shipped through the hotel Business Center will incur a $3 per package handling fee in addition to the shipping cost.

**HOLD HARMLESS/RESPONSIBILITY CLAUSE**

Hotel agrees to defend, indemnify and hold Group harmless from and against all claims, costs. Losses, expenses, damages, actions, causes of action, and/or liabilities, including reasonable attorneys’ fees, arising out of or resulting from (1) any negligent act undertaken or committed by Hotel pursuant to the performance of its obligations under this Agreement except to the extent such actions are liabilities are due to the misconduct or negligence of Group or its employees, attendees, agents or contractors; or (2) any breach by Hotel of its obligations under the Sections of this agreement titled “Compliance with Laws” or “Privacy of Personal Information.”

Group agrees to defend, indemnify, and hold Hotel, the entity that owns the hotel, the entity that manages the hotel and their affiliates and each of their respective shareholders, members, directors, officers, managers, employees and representative harmless from and against all claims, costs, losses, expenses, damages, actions causes of action, and/or liabilities, including employees, invitees, attendees or any contractors hired or engaged by Group in the connection with the performance of Group’s obligations under this Agreement, except to the extend such actions or liabilities are due to the misconduct or negligence of the Hotel; or any breach by Group of its obligations under the Sections of this Agreement titled “Compliance with Laws,: or “Privacy of Personal Information” or “Permits and Licenses”.

**CANCELLATION POLICY**

Exhibit booth space cancellations are non-refundable. The VPPPA reserves the right to cancel at any time, 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 the VPPPA or Hotel.

**NOTES**

The VPPPA, at its discretion, may 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 the use of exhibit space.

If you are planning to award booth gifts or prizes; please let the writer know before the conference or upon arrival. Handing these out will be determined at a later date. You are encouraged to award the gift/prize to someone who has visited your booth. Please attach the winner’s name to the gift/prize.  You may also elect to have your gift/prize awarded a drawing or silent auction.  Tickets will be distributed for the drawing. There will be a silent auction at the Vendor Reception on Tuesday evening. If you would like to donate a gift for this event, we would certainly appreciate it.

The FOURTH Annual Bowling Event will be held Monday, October 24th, 2022. Your participation and sponsorship are encouraged and appreciated. (Details posted on [www.regionviivpp.org](http://www.regionviivpp.org))

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.

Hotel and airline costs are not included in the booth price. It is the responsibility of the Exhibitor to make hotel and travel arrangements. Exhibitors wishing to make hotel reservations should contact the hotel directly at (800) 514-4681. To secure the preferred room rate, indicate that you are with the Voluntary Protection Programs Participants’ Association-VPPPA. Reservations after a pre-determined date will be honored at the hotel’s prevailing rate, based upon availability. Check with the hotel concerning this date. Online reservations:

I have read and agree to the terms and conditions of this contract for exhibit space and services at the 28th Annual Region VII Midwest Safety and Health Conference and Expo., held in Des Moines, IA during October 24th – 26th.

# Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide your company point-of-contact information below (to be listed in the conference brochure):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_