

# 2019 IPMS/USA National Convention

## Vendor Table Lease Contract



Please fill in all requested information as completely as possible.

- Vendor registration includes two vendor badges: one for the primary vendor contact and one for an assistant. Primary vendor contact gets a vendor packet. One (1) additional assistant's badge will be available free of charge for each additional table purchased. (Vendors and vendor's assistants do not have to register for the convention if they are not participating in the contest).

### **NO ONE WILL BE ADMITTED INTO THE CONVENTION WITHOUT A BADGE REPLACEMENT OF LOST BADGES WILL COST \$10**

- Vendor tables sell for \$100 each. After March 31, 2019 the price is \$125 for each table up until July 31st. After August 1<sup>st</sup> and at the time of the convention vendor tables will be \$150 each and will only be as available.
- **Tables will not be considered reserved until full payment has been received.**
  - No table locations will be held without payment.
  - Tables will be assigned on a first paid, first assigned basis priority; however, given the complexity of arranging everyone in a finite amount of space, even with payment we are unable to fully guarantee any special arrangements (i.e. table location, vendor location preference, etc.) If changes are necessary after payment is made, the vendor coordinator will attempt to make contact and offer additional table choices.
- Electrical, data, and compressed air connections are available only through the Chattanooga Convention Center (CCC). Please see the Chattanooga Convention Center website for more information.
  - Electrical connections
    - 120 V 5 amps \$55
    - 120 V 10 amps \$62
    - 120 V 15 amps \$69
  - 100 mbits hard wire - \$200 (note CCC has very reliable free WiFi, but it is a shared network and performance will vary depending on the number of users in the building. It also does NOT support downloading video.)
  - Compressed air - \$80 (80 PSI with a ½" threaded female connection).
- Shipping and receiving
  - Goods can be shipped directly to the CCC. Fees are as follows:

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- Inbound \$10.00 / 100 weight, 200 lbs min
- Outbound \$12.50 / 100 weight, 200 lbs min
- Combined \$25 /100 weight, 200lbs min

Arrangements for shipping will be made through the CCC website, with a link from the 2019 IPMS USA National Convention website.

- The unloading/loading docks for the Vendors are located on the east side of the CCC. Access is thru a security gate operated by the CCC security guards.
- The Vendor Room will be in Halls B & C of the Chattanooga Convention Center. The Display Room and breakout Seminar Rooms are adjoining or very nearby.

### **TERMS & CONDITIONS FOR VENDORS OF THE 2019 IPMS/USA NATIONAL CONVENTION**

These terms are in effect for the 2019 IPMS/USA National Convention (hereafter known as the Convention) to be held in Chattanooga, Tennessee, at the Chattanooga Convention Center (hereafter known as the CCC) on the dates of August 7, 2019 through August 10, 2019.

IPMS/Chattanooga Scale Modelers Association, IPMS/USA, its members, and affiliated organizations assisting with hosting the convention, (hereafter known as the Convention Organizers) and the CCC are not responsible for any loss or injury that may occur during this event. Vendors shall be fully responsible for any and all damages to the property owned by the CCC, its owners or managers, which results from any act or omission of the Vendor. The Vendor agrees to defend, indemnify and hold harmless the Convention Organizers, CCC, its owners, managers, officers, directors, agents, employees, subsidiaries and affiliations from any damage or charges resulting from the Vendors use of the property. The Vendor's liability shall include all losses, costs, damages, or expenses arising from or other occurrences to any person or persons, including the Vendor, its agents, employees, and business invitees which arise from or out of the Vendors occupancy and use of the exhibit area, premises, and the CCC, or any part thereof.

1. I hereby agree to pay the sum stated in the Vendor Registration Form for the use of each rented table to IPMS 2019 Convention.
2. A chair will be provided (at no cost to the Vendor) for the primary point of contact and each assistant or family member, if requested.
3. All vendor tables and the space they occupy are provided without table covering, table skirts, electrical service or Internet access. **FACILITIES AND ITEMS**

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INCLUDED IN YOUR RESERVATION ARE PROVIDED “AS-IS WITH ALL FAULTS” AND IPMS DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES, INCLUDING MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

4. The CCC is a multi-use venue and other events may be occurring concurrently. The Vendor Coordinator will notify you of any specific dock assignments and load/unload times. The Vendor Room Staff will be available in the unloading/loading dock area to direct vendors with table assignments. Once you have unloaded your vehicle it must be moved immediately in order to allow for the next vendor to unload.
5. You may access the Site beginning at 8:00 am the first morning of the event (Wednesday August 7, 2019) and must vacate no later than 12:00 noon on the day after the Event ends (Sunday August 11, 2019). Vendors are solely responsible for their own move-in, set-up and move-out. Although volunteers may be available to assist, their assistance is not assured nor provided by the Convention Organizers or IPMS/USA, nor are they acting on behalf of IPMS, and are not made available as part of your reservation and participation in the Event. Vendors must remove all merchandise and personal effects from the Convention area by noon on Sunday August 11, 2019. The Vendor must leave the area clean and neat. All trash must be collected for proper disposal.
6. Vendors must follow the direction, procedures, orders, and other requirements of the Event Producer, Convention Organizers, the Site Owner or Operator, and any governmental agency, including police and fire departments. Vendors must abide by the rules and regulations of the CCC.
7. Parking will be the responsibility of the Vendors. Payment of parking fees is the responsibility of the Vendor.
8. Vendors are encouraged to attend the entire Convention and be open for sales during all vendor room hours:

<u>Day</u>	<u>Open</u>	<u>Close</u>
Wednesday 8/7/2019	1:00 PM	6:00 PM
Thursday 8/8/2019	9:00 AM	6:00 PM
Friday 8/9/2019	9:00 AM	6:00 PM
Saturday 8/10/2019	9:00 AM	4:00 PM

In addition, because a vibrant vendor room is a major attraction for most if not all convention attendees and to ensure the best possible experience for all attendees of the Convention, we would ask that vendors refrain from sell outs of all merchandise to other vendors or parties until after noon on Saturday.

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9. The vendor room will be open to Vendors or their assistants 30 minutes prior to the listed Open Hours in the official Convention publications. Vendor sales may only take place within the designated vendor room. Vendors may not sell from their rooms or in the parking lots utilized by the Convention or associated Hotels.
10. Vendors are not allowed to attach any items, merchandise, or equivalent to any walls, pillars, or other structures of the CCC. Items in use by the Vendor must be stacked on, under or behind the tables in a safe manner. Tables may not be stacked in any fashion whatsoever. No items will be allowed to protrude into the aisles of the vendor room. The area behind the tables is to be kept neat and accessible, keeping in mind the safety of all persons attending the Convention, including the Vendors.
11. Vendors will be asked to use common courtesy with regards to the display of their wares. Any items that would be deemed offensive to normally accepted public standards should be displayed in a manner as to be inoffensive. This is directly related to the children who will be in attendance at the Convention. If there is any question on the display of any items, the Vendor Coordinator will be available for consultation. The Convention Chairman, whose decision will be final, will decide any disagreement that cannot be resolved with the Vendor Coordinator.
12. Sound systems will be permitted but must not be played loud enough to disrupt other sellers or buyers. Please keep your music or video playback to a minimum level.
13. There is no smoking throughout the CCC, including the restrooms.
14. Vendors are required to have in place all necessary permits and licenses that allow them to participate in the event. The Vendor agrees to abide by all sales tax laws of the State of Tennessee, Hamilton County, and the City of Chattanooga, Tennessee. The Vendor is solely responsible for the collection and payment of these taxes.
15. Vendors may bring their children to the Convention. Children must be properly supervised at all times while inside the Convention facility. Any children found to be interfering with other vendors or buyers will be asked to leave the vendor room. Childcare will not be provided.
16. **LIMITATION OF LIABILITY:** Vendors assume full responsibility for personal injury and property damage resulting from their activities while on the premises at the Event, including the conduct of individuals they retain to assist them. Neither the host chapter, IPMS/USA nor the facility or its volunteers, employees or agents shall be liable to any vendor for any damage, injury, loss (including theft) that they incur while vending at the show.

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17. Vendors who wish to enter the Contest will be required to register for the Convention. This also applies to any helpers/assistants/family members who may be with the Vendor. (All registrants must be IPMS members.)
18. Other than typical hobby products in sealed packaging, flammable liquids are prohibited. If a vendor's activities will require the use of flammable liquids, such liquids and activities must be approved by the vendor coordinator. In any case direction from Convention Staff and/or CCC staff regarding flammable liquids must be complied with immediately.
19. Conditions are subject to change or addition without notice.
20. SECURITY: The host chapter and the facility will provide, to the extent possible, security for the vendor rooms during the show. HOWEVER, neither the host chapter, IPMS/USA or the facility shall be liable in any way to any vendor for any loss suffered by the vendor during the show due to theft, damage, fire or any other cause. See paragraph 16 above.
21. By signing the Vendor Table Lease Contract, the Vendor signifies that this contract was read and understood, thereby agreeing to abide by all rules and guidelines found within this contract and the Convention Guidelines.

Please retain these guidelines for future reference. Fill out and sign the Vendor Table Lease Contract (below). Keep a copy for yourself, and mail pages 5 thru 8 of the original to the address below, along with your payment made out to **2019 IPMS/USA Convention** to:

Jeff Mattheiss  
1807 Tombras Avenue  
East Ridge, TN 37412  
United States

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

Printed name and position:

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***By signing the Vendor Table Lease Contract, the Vendor signifies that this contract was read and understood, thereby agreeing to abide by all rules and guidelines found within this contract and the Convention Guidelines.***

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Direct any questions or correspondence to the Vendor Coordinator:

Jeff Mattheiss  
1807 Tombras Avenue  
East Ridge, TN 37412  
United States  
Phone: (423) 991-4525 (cell)  
Phone: (423) 867-2946 (home)  
E-mail: [jeffmattheissfamily@gmail.com](mailto:jeffmattheissfamily@gmail.com)

The website for the IPMS/USA 2019 National Convention is:  
<http://www.ipmsusanationals.com>

If you would like to find out more about the Chattanooga Convention Center, then go to the following website: <http://chattanoogaconventioncenter.org/>

For electrical, compressed air, wired data services go to the above website then: EXHIBITOR RESOURCES *and then* *CLICK ON 2019 IPMS/USA Convention*. Then *CLICK ON* the services you are desiring. Fill out the form and purchase service directly from the CCC.

For shipping and receiving at the Chattanooga Convention Center use the following address:

Shipping Address:  
Chattanooga Convention Center  
One Carter Plaza  
Chestnut Street Loading Dock  
Chattanooga, TN 37402

Company Name:

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Address:

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Name of Primary Vendor Contact Person: \_\_\_\_\_

Phone #1: \_\_\_\_\_ Phone #2: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-Mail Address:  
\_\_\_\_\_

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

**(If you do NOT want a link to this website placed on the 2019 National website, then please indicate so.)**

General Product Description:  
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Notes:  
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Names of Assistants and Family Members:

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*(Please coordinate your table selection and pricing directly with the Vendor Coordinator)*

Do you wish to make a Raffle Prize donation? Y N (Please circle one)

Do you need to use the loading dock on Wednesday morning? Y N (Please circle one)

(If yes, then please coordinate with the Vendor Coordinator)

	QTY	UNIT COST	TOTAL COST
Vendor Table (Before March 31, 2019)		\$100	
Vendor Table (March 31 <sup>st</sup> , 2019 to July 31 <sup>st</sup> , 2019)		\$125	
Vendor Table After August 1 <sup>st</sup> , 2019		\$150	



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	GRAND TOTAL	
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