Dear Friend of Region IX VPPPA:

From April 4th through the 6th, 2017, the Region IX VPP Participants’ Association Chapter will be holding the annual Safety Summit at the Hyatt Regency San Francisco Airport in Burlingame, California. We have another exciting conference planned with attendees from Arizona, California, Guam, Hawaii, and Nevada and expect to draw 350 to 500 attendees. The 2017 theme is “All Star Safety Summit”.

You are invited to display a tabletop or booth exhibit of your company’s products and services at the Conference. Listed below are **tentative** exhibit dates & hours:

|  |  |  |
| --- | --- | --- |
| Exhibitor Set-up | Tuesday, April 4h  | 12:00PM - 5:00PM |
| Exhibit Hall Grand Opening & Network Reception | Tuesday, April 4th |  5:30PM - 7:30PM |
| Show Hours | Wednesday April 5th | 8:00AM – 5:00PM |
|  | Thursday, April 6th | 8:00AM - 1:00PM |
| Exhibitor Tear-down | Thursday, April 6th  | 1:00PM - 5:00PM |

All Conference activities, including meals, will be adjacent to the Exhibitor Hall. Beverage breaks and the Tuesday evening Networking Reception will be held in the Exhibitor Hall allowing for substantial opportunity for contact with potential clients.

The fee for a tabletop/booth display at the Safety Summit is dependent upon when you register and are as follows:

* The Advanced Registration rate for a regular booth is $800.00 before December 31, 2016
* The Standard Registration rate for a booth is $850.00 beginning January 1, 2017.

The standard booth size is **10’X10’** and includes a pipe & draped booth space, 1-6’ draped table, 2 side chairs, a 7”X44” Identification sign and a wastebasket. All booths are assigned at the Region IX Board of Directors discretion. Exhibition pricing includes all event meals and beverage breaks for two people from your booth with a cost of $225 for any additional exhibitors.

To register, complete the attached contract and return with payment to: **Carlos Cardoso, Sherwin Williams, 12090 Sage Point Court, Reno, NV 89506,** **carlos.cardoso@sherwin.com** **or by Fax: 216-774-1943.**

We also feature a door prize drawing for conference attendees at our closing general session. If your company would like to donate a gift for this event, please **indicate this on your registration form** and bring it with you to the conference. Additional advertising opportunities are available through our special **Corporate Sponsorship** of the conference. Sponsorship Levels are as follows:

Diamond: $10,000 and above Silver: $2,500 to $4,999

Platinum: $7,500 to $9,999 Bronze: $1,000 to $2,499

Gold: $5,000 to $7,499 Contributor: Other

Your company name, logo, and the level of sponsorship will be provided to all attendees and will be prominently displayed at all the Opening and General-Session events. Additional sponsorship opportunities and information can is included in our [Sponsorship Letter](http://www.regionixvpppa.org/docs/2017SponsorshipForm.doc). Please indicate on the form if you are interested in providing a sponsorship.

We look forward to your participation and welcome the opportunity to share your products. If you need additional information, please contact me via e-mail at carlos.cardoso@sherwin.com.

Sincerely,

Carlos Cardoso

Region IX Secretary

The 2017 Region IX VPP Participants’ Association Safety Summit will be held at the Hyatt Regency San Francisco Airport in Burlingame, California. Hotel Reservation Line: 1-888-421-1442 ; Direct Line: 650- 347-1234. Mention “2017 Region IX VPPPA Safety Summit”.

You will receive:

* 10’ by 10’ space
* All scheduled meal functions for up to **two** people - additional exhibit personnel are an additional charge.
* Attendee List (E-mailed after the conference)
1. Setup will begin no earlier than 10:00 a.m. on Tuesday, April 4, 2017 with tear down to be completed no later than 5:00 p.m., Thursday, April 6, 2017.
2. Exhibit Space Location Assignments are at the discretion of Region IX VPPPA.
3. Region IX has contracted with **Tricord** a full service Exhibition Services company. **Tricord** will provide a service manual to each exhibitor who has contracted space for the Region IX Conference. This service manual will advise all exhibitors of installation and dismantling hours, show hours, show colors, items provided within the exhibitor’s booth space and shipping instructions.
4. **Tricord** will also include order forms exhibitors may use to order services such as: carpet, booth furnishings, labor for installation and dismantling, signs, vacuuming, any electrical outlets, telephones, material handling, audio visual, porter service and florist. These forms will be provided to exhibitors upon completion of the registration process.
5. **Tricord**’s Exhibitor Service Department will be available to answer any questions exhibitors may have prior to exhibiting, and will coordinate orders and invoicing. A foreman will be onsite during installation and dismantling hours to provide assistance as needed.
6. Exhibitors shall indemnify and hold harmless VPPPA, the Hyatt Regency San Francisco Airport and servicing agents from all liability (damage or accident), which might ensue from any cause resulting or connected with transportation, placing, removal, or display of exhibits.
7. Exhibitors shall indemnify and hold harmless VPPPA, Hyatt Regency San Francisco Airport and their respective employees, Board of Directors, membership and agents against any claims of expenses arising out of the use of the exhibition premises.
8. Exhibit booth space cancellations are **non-refundable**. The VPP Participants’ Association reserves the right to cancel the Conference, the exhibition, or any part thereof, with no further liability to the exhibitor other than a refund for exhibit fees, less a proportionate share of the exposition cost incurred due to cancellation of the Conference for any reason beyond the control of the VPP Participants’ Association or Hyatt Regency San Francisco Airport.
9. Hotel Contact: Nicole Ong – 650-347-1234 x 2623
10. **Tricord**: Larry Bell – (831) 883-8600
11. Special Assistance: Should you require special arrangements due to diet restriction or disability, **please contact Terry Schulte** at (707) 567-6885

**Hotel Reservations:**

Call the Hyatt Regency San Francisco Airport at 1-888-421-1442 or direct at 650- 347-1234. The Region IX VPPPA Rate is $199 for a deluxe single/double per night. Please make your hotel reservations before **March 11, 2017** and mention “2017 Region IX VPPPA Safety Summit” to take advantage of the VPPPA room rate. Limited Government Rates are available. Please note that the Hyatt Regency San Francisco Airport requires a government ID to receive this room rate upon check in.

**Location of Event:** Hyatt Regency San Francisco Airport – 1333 Bayshore Highway, Burlingame CA 94010

**Questions:** Conference questions: Contact the Region IX Chairperson, Terry Schulte at (707) 567-6885.

PLEASE PRINT OR TYPE

Company Name:  Product Line 

Address: City: State: Zip 

Contact Person: Name Phone E -mail: 

Name(s) to Appear on Badges: (1)

(2)

Additional Exhibitor Name on badge (1)  (2) 

Raffle Donation: Please indicate the item you are providing for the closing session raffle:



Advanced Booth Rate (Expires 12/31/16) $800.00 x Qty = 

Regular Exhibit Booth Rate: $850.00 x Qty = 

Additional Exhibitor Fee: $225.00 x Qty = 

Sponsorship Amount: = 

**Total Included**: 

 

Card#: Exp Date  Billing Zip Code 

Cardholder’s Name: Signature:

Make payable to: **Region IX VPPPA Chapter**

**Please submit completed form via mail, email or fax**

**Mail: Carlos Cardoso Sherwin Williams, 12090 Sage Point Court, Reno, NV 89506 - Attn: Region IX VPPPA**

**Email:** **carlos.cardoso@sherwin.com**

**Fax: 216-774-1943**