

2010 ARIZONA APCO/NENA STATE TRAINING CONFERENCE



July 18 – 20, 2010

Wigwam Golf Resort & Spa
300 East Wigwam Blvd
Litchfield Park, AZ 85340

Vendor Chairperson: Tonia Rogers
trogers@tollesonaz.org
(602) 361-8696 (mobile)
(623) 936-8202 (fax)

Monday, July 19, 2010

****EXCLUSIVE** Vendor Hours - 12:00 PM – 5:00 PM**

Vendor Hall Table Rental Information

Vendor Hall opens at 9:00 AM for set up on Monday, July 19, 2010
Vendor booths must be taken down by 10:00 AM on Tuesday, July 20, 2010
– Vendor hall will open at 7:00 AM Tuesday, July 20, 2010

Table Prices:

\$400.00 per table

Table includes two (2) name badges for day of vendor show attendance (includes box lunch)
Table skirting provided, along with two chairs and electrical outlets
Additional day passes may be purchased, if needed

Vendor Sponsorships

GOLD Sponsor - \$3,000.00

- Includes two (2) tables in the Vendor Hall
- Four (4) full conference registrations (includes all Conference meals)
- Specific sponsorship of a Conference event with Company logo featured on all event signage as the event sponsor
- Special recognition at Monday Night's Awards Dinner
- One (1) reserved table at Monday Night's Awards Dinner
- Sponsor's logo featured prominently in all Conference literature and on the Conference web site

SILVER Sponsor - \$2,000.00

- Includes two (2) tables in the Vendor Hall
- Three (3) full conference registrations (includes all Conference meals)
- Specific sponsorship of a Conference event with Company logo featured on all event signage as the event sponsor
- Special recognition at Monday Night's Awards Dinner
- 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) vendor day passes (includes box lunch)
- Two (2) dinner tickets for the Monday Night Awards Dinner
- Sponsor's logo featured in Conference literature 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.

Vendors are encouraged to attend Monday night's Awards Dinner and pre-dinner mixer directly after the close of the exclusive vendor hours. The vendor hall area will be closed and secured by 5:30 PM and entrance will not be allowed until the next morning after 7:00 AM.

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 Wigwam Golf Resort & Spa, to arrange any special deliveries or other vendor needs. (Please see attached addendum from the Wigwam 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 June 30, 2010 for a full refund. Cancellations made after June 30, 2010 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.

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 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:

The Wigwam Golf Resort & Spa Shipping Information

SHIPMENT INFORMATION:

Each Group is allowed to ship 10 Boxes weighing up to 50 pounds each which will be accepted at no charge. Each additional package up to 50 pounds will be charged a handling fee of \$5.00 per box or \$75.00 per pallet. Packages over 50 pounds will be charged at \$10.00 per each additional 50 pounds. All box handling fees will be billed to the Group Master Account regardless of the package recipient. Packages will be accepted at the Resort no earlier than 7 days prior to the start of the event.

Oversized shipments must be approved by the Catering/Conference Services Coordinator in advance. The Resort does not accept responsibility for loading, unloading or placement of these shipments. Special arrangements must be made between the exhibiting party and the contracted delivery company. No shipments or deliveries are to be delivered to the Front Desk. The Resort's delivery entrance is located on Neolin Avenue past the main entrance. **Heavy Items will require a forklift to be rented at the client's expense**

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:

**The Wigwam Resort
300 E. Wigwam Boulevard
Litchfield Park, AZ 85340
Attention: (Group Name)
(Group Contact/Conference Service Manager)
Please hold for arrival on: Mo/Day/Year**

NOTE:

Outgoing Shipment charges may be billed to your Master Account when using UPS, Airborne, and US Mail service. All other shipping methods will require a credit card or your Carrier Billing Account Number (such as Federal Express).

*** ABOVE INFORMATION IS DIRECTLY FROM THE WIGWAM GOLF RESORT & SPA

2010 ARIZONA APCO-NENA STATE TRAINING CONFERENCE AND VENDOR SHOW

Exclusive Vendor Show Monday, July 19, 2010

12:00 PM to 5:00 PM

*Vendor Hall opens at 9:00 AM for set up on Monday, July 19, 2010
Vendor booths must be taken down by 10:00 AM on Tuesday, July 20, 2010*

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 (includes all Conference meals)
 - Specific sponsorship of a Conference event with Company logo featured on all event signage as the event sponsor
 - Special recognition at Monday Night's Awards Dinner
 - One (1) reserved table at Monday Night's Awards Dinner
 - Sponsor's logo featured prominently in all Conference literature and on the Conference web site
-

Silver Level Sponsorship \$2,000.00

- Includes two (2) tables in the Vendor Hall
 - Three (3) full conference registrations (includes all Conference meals)
 - Specific sponsorship of a Conference event with Company logo featured on all event signage as the event sponsor
 - Special recognition at Monday Night's Awards Dinner
 - Sponsor's logo featured prominently in all Conference literature and on the Conference web site
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Bronze Level Sponsorship \$750.00

- Includes one (1) table in the Vendor Hall
 - Two (2) vendor day passes (includes box lunch)
 - Two (2) dinner tickets for the Monday Night Awards Dinner
 - Sponsor's logo featured in Conference literature and on the Conference web site
-

6 ft skirted vendor table @ \$400.00 each

Table Quantity:

- Table includes two (2) name badges for day attendance (includes box lunch)
- Table skirting provided, along with two chairs and electrical outlets
- Additional day passes may be purchased, if needed

Table Preferences:

1st Choice

Host Hotel:

Wigwam Golf
Resort & Spa
300 E Wigwam Blvd
Litchfield Park, AZ 85340

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:

***** 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.**

GOLD AND SILVER SPONSORS ONLY USE FOR TWO ADDITIONAL ATTENDEES

Exhibitor Badge #3: (Badge #3 Free for Gold and Silver Sponsors – Other vendors will be charged \$25.00 which includes the box lunch on Monday)

Name:

Title:

Phone:

E-Mail:

Exhibitor Badge #4: (Badge #4 Free for Gold Sponsors – Other vendors will be charged \$25.00 which includes the box lunch on Monday)

Name:

Title:

Phone:

E-Mail:

Total Name Badges Required:

(Charges may apply for additional name badges – please see above)

TOTAL PAYMENT DUE:

All vendor show registrations must be received with full payment.

Preferred method of payment is company check. However, if you must pay by credit card, please complete the following information:

 Visa _____ MasterCard _____ AMEX _____

Credit card number _____ Expiration _____

Name on credit card _____

Credit Card Billing Address _____

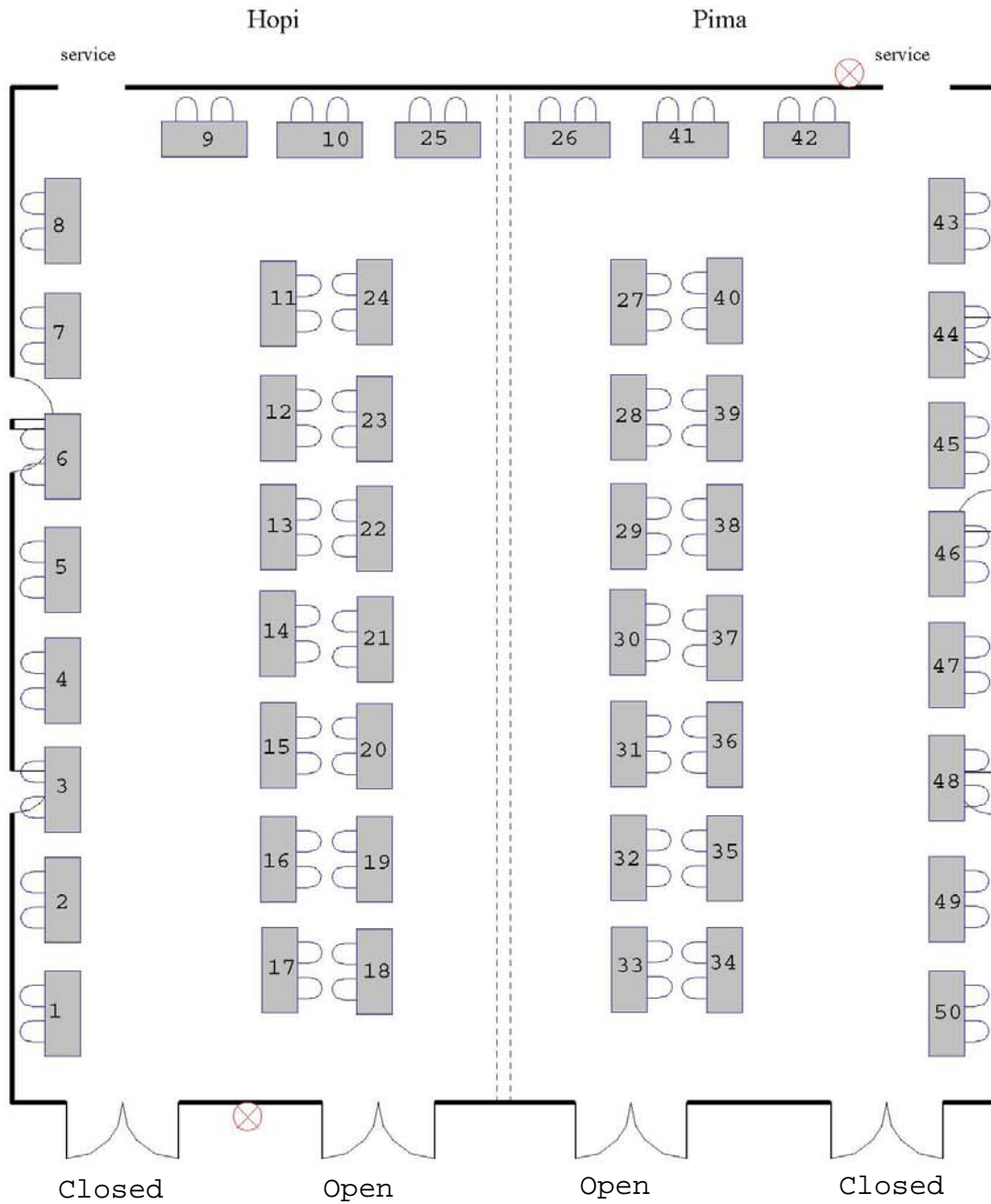
Credit Cardholder Telephone Number _____ Cardholder Email _____

Card Verification Value (CVV) _____

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
9555 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 email or fax a copy of your vendor registration document to the Vendor Chairperson, Tonia Rogers, at trogers@tollesonaz.org.



*Doors marked open will be left open during the exclusive show hours.