



## **VIETNAM HELICOPTER PILOTS ASSOCIATION 2017 Vendor, Book Seller & Exhibitor Information**

Subject: VHPA 2017 Annual Reunion  
Vendor, Book Seller & Exhibitor Information

### **Overview**

VHPA wishes to extend an invitation for your participation as a Vendor at the VHPA 2017 Annual Reunion scheduled for Saturday, July 1 until Wednesday, July 5 at the JW Marriott in Indianapolis, IN. The 2017 Vendor Area will be located in the JW Grand Ballroom sections 1-4 on the 3rd level of the hotel. The Vendor Area will be open to the public from 1pm to 5pm Saturday, July 1st, 9am to 5pm on Sunday, July 2nd through Tuesday, July 4th and 9am to 10pm on Wednesday, July 5th.

### **How to Register as a Vendor**

If you would like to sign up as a Vendor, Book Seller or Exhibitor for this year's reunion, please go to our website at [www.vhpa.org](http://www.vhpa.org) and download the Vendor/ Book Seller/ Exhibitor Contract, Waiver and Vendor/Book Seller/Exhibitor Policy Rules & Regulations. Complete the contract, initial each page and sign the last page; sign the Waiver, review the Vendor, Book Seller & Exhibitor Policy Rules & Regulations, initial each page and return all with your applicable deposit made payable to VHPA by US Mail, as soon as possible, at the address listed below:

Vietnam Helicopter Pilots Association  
Attention: Sherry Rodgers  
2100 North Hwy 360, Suite 907  
Grand Prairie, TX 75050

If you have any questions concerning these documents, please email me at [sherry@vhpa.org](mailto:sherry@vhpa.org) or call headquarters at 800-505-8472.

We urge you to respond early. Our first come, first served system of space reservation is spelled out in the attached policies. Upon receipt and approval of your application, a written notification of your acceptance, along with additional information, will be sent to your primary contact person listed on your contract. The hotel's event manager's name and contact information will be provided in later correspondence should you need to ship materials.

If you intend to participate and want to stay at the JW Marriott, we recommend that you make your reservations early by calling the hotel's reservation line at 866-704-6162 or 877-303-0104. You need to mention "VHPA 34th Annual Reunion 2017". **PLEASE DO**

**NOT CALL THE HOTEL DIRECTLY or MARIOTT'S CENTRAL RESERVATIONS NUMBERS.** You MUST speak to a Passkey Agent. You can also visit <https://resweb.passkey.com/go/VHPAIndy> to make your reservation.

**Special Needs / Other Information**

As a general rule, VHPA will provide tables and chairs for vendor use at no charge. The tables at this year's reunion will be 6 feet long. When you return your completed Contract, please be specific as to the exact number of tables and chairs needed as there is a limited supply. Also include any special power requirements, audio/visual equipment or phone line needs with your documents. We will make certain you have the Convention Services' point of contact information to address those requirements.

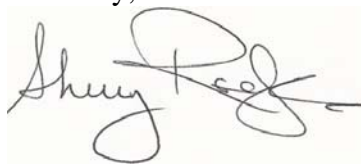
The Vendor Area for this year's reunion will be an area with doors that can be locked so no after hour security will be provided. The hotel will rekey these doors and only Vendors, Hotel Security and the VHPA Vendor Coordinator will have access to the Vendor Area. Each Vendor may request a key by marking item #11 of the contract. If this key is lost, Vendor is responsible for the cost of rekeying the room. The Vendor Area will be secured at the close of business each day until the posted opening time on the following day. **Please remember - All Vendor/Book Seller/Exhibitor material must be removed by 11pm Wednesday, July 5th.**

If you have Liability Insurance to cover your table, please provide a certificate of insurance. If Vendor does not provide proof of coverage, VHPA reserves the right to obtain insurance coverage in Vendor's name.

All tables in the Vendor Area will have signs with Vendor names so you can find your assigned table. Your packet that includes your reunion name badges, lanyards, table number, key to Vendor Area if one was requested in Item #11 of your contract and a reunion schedule will be placed on your table. If you have questions or special needs prior to arrival, please do not hesitate to let me know.

We look forward to working with you to make this a profitable and enjoyable endeavor.

Sincerely,

A handwritten signature in black ink on a light yellow background. The signature is cursive and appears to read 'Sherry Rodgers'.

Sherry Rodgers  
VHPA Headquarters

Vietnam Helicopter Pilots Association  
Annual Reunion July 1 - 6, 2017  
Indianapolis, IN

Contract for Vendor, Book Seller or Exhibitor Space

Application is hereby made for display space in the Vendor/Book Seller/Exhibitor Area (hereafter referred to as "Vendor Area") at the 2017 Annual Reunion of the Vietnam Helicopter Pilots Association (VHPA) held at the JW Marriott, 10 S West St., Indianapolis, IN 46204. The Vendor Area will be located in the JW Grand Ballroom sections 1-4 on the 3rd level of the hotel. We have read, understand and agree to abide by the VHPA Vendor, Book Seller & Exhibitor Policies, Rules, & Regulations that are an attachment and a part of this contract. We understand that no space will be officially confirmed unless this signed contract is returned to the VHPA Vendor Coordinator and required payments made on or before June 16, 2017. No fees will be refundable unless the space is canceled prior to June 16, 2017. Spaces will be allocated on the basis of VHPA policy.

1. Name of Business \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

2. Phone \_\_\_\_\_ Fax \_\_\_\_\_

Cell \_\_\_\_\_ Email (print legibly) \_\_\_\_\_

3. Primary contact person \_\_\_\_\_

On site Contact Name \_\_\_\_\_

On site Contact Cell Number \_\_\_\_\_

4. Names for Badges:

\_\_\_\_\_

\_\_\_\_\_

5. Square feet of space requested \_\_\_\_\_ Dimensions \_\_\_\_\_

# Tables required \_\_\_\_\_ # Chairs required \_\_\_\_\_

**Please attach a drawing or helpful details of your desired space configuration so we can do our best to accommodate you. DO NOT MARK "SAME AS LAST YEAR".**

6. Fees enclosed:

\_\_\_\_\_ \$100 applied toward 10% of gross sales

\_\_\_\_\_ Additional \$50 late registration fee for requests received after June 16, 2017

\_\_\_\_\_ \$50 per month for web hyper-link from the VHPA reunion web site to your web site. Time period for hyper-link (DD/MM) \_\_\_\_\_ to (DD/MM) \_\_\_\_\_

Website address \_\_\_\_\_

Vendor initials \_\_\_\_\_

7. Main business/products sold \_\_\_\_\_

8. Power requirements (extra charge) \_\_\_\_\_

9. Audio/Visual equipment requirements (extra charge) \_\_\_\_\_  
\_\_\_\_\_

10. Phone lines required (extra charge) \_\_\_\_\_

Hotel extension with dial out access \_\_\_\_\_

Dedicated outside line \_\_\_\_\_

11. Key to Vendor Area Requested? YES \_\_\_\_\_ NO \_\_\_\_\_

12. The Vendor Area will be available for set-up from 8am until 1pm Saturday, July 1. The Vendor Area will open to attendees at 1pm on Saturday, July 1 and will close at 5pm. The Vendor Area will be open to attendees 9am until 5pm on Sunday, July 2 through Tuesday, July 4th. On Wednesday, July 5th the Vendor Area will be open 9am until 10pm. that no cash or computers be left in the Vendor Area overnight. **All Vendor/Book Seller/Exhibitor material must be removed by 11pm Wednesday, July 5th.**

13. Vendors may purchase tickets to reunion events without paying additional reunion registration fee.

14. If you have Liability Insurance to cover your table, please provide a certificate of insurance. If you do not have coverage, VHPA reserves the right to obtain insurance in your name, as acknowledged by signing this contract.

Name of Insurance Carrier: \_\_\_\_\_

15. Any and all unresolved disputes arising out of or relating in any way to this contract shall be subject to mandatory binding arbitration under the applicable rules of the American Arbitration Association before a single arbiter sitting in Tarrant County, Texas, and shall be governed by the substantive laws of the State of Texas.

The individual below acknowledges that he/she is authorized to enter into this contract, has received, read, understands and accepts VHPA Vendor/Book Seller/Exhibitor Policies effective December 2014.

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

Vendor initials \_\_\_\_\_

## WAIVER

Vendor shall be fully responsible to pay for any and all damages to property owned by the JW Marriott Hotel or the Vietnam Helicopter Pilots Association or their owners, managers, directors, or agents which results from any act or omissions by Vendor.

Vendor agrees to defend, indemnify and hold harmless, the JW Marriott Hotel, Vietnam Helicopter Pilots Association and their respective owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges caused by Vendor's negligence or willful misconduct in connection with Vendor's use of the property.

Vendor's liability shall include, without limitation, all losses, cost, damages, or expenses arising from or out of or by reason or any accident or bodily injury or other occurrences to any person or persons, including the Vendor, its agents, employees and business invitees, caused by Vendor's negligence or willful misconduct in connection with the Vendor's occupancy and use of the exhibition premises, hotel or any part thereof.

If you have Liability Insurance to cover your table, please provide a certificate of insurance. If you do not have coverage, VHPA reserves the right to obtain insurance in your name, as acknowledged by signing this contract.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

Vendor initials \_\_\_\_\_

# Vietnam Helicopter Pilots Association Vendor, Book Seller & Exhibitor Policies, Rules, & Regulations (Effective December 2014)

## Definitions

For the purposes of securing display space, booths, and related square footage (hereafter referred to as “Vendor Table”) for use during the reunion, the terms Vendor, “Book Seller” and “Exhibitor” shall include all individuals, corporations, partnerships, limited liability companies, non-profit organizations, and others who might desire to market or display products, services, or historical items to the membership.

- **Vendor** – A Vendor shall be considered as all individuals, corporations, partnerships, limited liability companies, and others whose purpose is to sell or market products or services.
- **Book Seller** – A Book Seller (hereafter referred to as “Vendor”) shall be considered as any individual or representative of that individual that is an author of a book and is selling that book only. No other items may be sold.
- **Exhibitor** - An Exhibitor (hereafter referred to as “Vendor”) shall be considered as VHPA Chapters, museums, historical, government organizations, non government organizations or similar displays which have no trade, sales, or marketing endeavors, and in which the sole opinion of the VHPA, the display would enhance the experience or education of the membership. Chapters are allowed to sell memberships only. Any material or information so distributed is subject to VHPA approval.

## Policies

### Eligibility:

Vendor Tables in the Vendor Area at the Vietnam Helicopter Pilots Association (VHPA) annual reunion is available to both members and non-members alike on a first paid, first served basis. Preferred locations will be assigned first to those VHPA member firms which have participated as paid vendors at previous reunions, immediately followed by other firms which have participated as a paid vendor at previous reunions. Space requirements will be honored to the maximum extent possible consistent with facility space restrictions. The VHPA reserves the right to limit allocated square footage.

### Fees:

To cover the cost of the space, administrative staffs, and other related costs associated with Vendor Tables, a fee will be charged to each applicant, whether they be an individual, corporations, partnerships, VHPA Associated Organizations (Formerly Chapters), or other entities. The Vendor Table fees shall be calculated and determined as follows:

Vendor’s initials \_\_\_\_\_

**Fees That Apply to all Vendors:**

1. A fee of \$50 per month may be paid for an advertisement on a hyper-link from the VHPA reunion web-site to a vendor web-page. Establishment of this link is subject to VHPA approval, and the vendor understands and agrees that the 10% fee outlined in paragraph 1 and 2 below shall be applicable to all sales obtained or secured over this link. Vendor agrees to provide a sales report of sales gained through the VHPA hyper-link at the end of the requested time for the link to be in place, or semi-annual intervals for long term links. A sales report format will be provided by the VHPA to the vendor for this purpose.
2. Each Vendor agrees to pay, prior to departure from the host facility, for any unique audio/visual equipment, easels, phone lines, or other equipment/services that are extra charge items at the reunion host facility. Arrangements for outside or dedicated phone lines must be made directly with the reunion host facility in conjunction with local phone companies. As a general rule, tables, chairs, access to power (bring your own extension cords), and table cloths are often provided by the hotel at no cost. Check details in the contract package for location exceptions.

**Fees – Vendors:**

1. An advance deposit check or credit card payment authorization in the amount of \$100.00 must accompany each contract submitted to reserve Vendor Space. This amount will be credited to the overall commissions due from the reunion sales log outline in paragraph 2 above. If sales do not exceed \$1,000.00, VHPA will retain the whole \$100.00 deposit to help cover the various cost of the space, mailing costs and set-up expenses. Any refund requested against advance cancellations or no-shows are governed by the policy outlined in a separate heading below.
2. The Vendor will agree to pay to the VHPA within 30 days of the conclusion of the reunion a commission fee of 10% of the gross sales of all products, services, merchandise, and similar items that are sold at the reunion.
3. A sales log will be required, prepared, and submitted to the VHPA Vendor Coordinator prior to the Vendor's departure from the reunion. This summary will itemize daily and total dollar sales, and the amount of commission due. In addition, the Vendor agrees to submit quarterly report updates and payments due for special order merchandise sold to VHPA members or subscribers during the reunion, but delivered later or with VHPA logos throughout the year.

**Fees – Book Sellers:**

1. Deposits and fees will be waived for Book Sellers.

**Fees – Exhibitors:**

1. Deposits and fees will be waived for Exhibitors.

**Contract for Vendor Area:**

Vendor is to return their completed Contract for Vendor Area, signed Waiver, initialed Vendor/Book Seller/ Exhibitor Policies, Rules & Regulations and payment no later than June 16 for the 2017 reunion to the VHPA Vendor Coordinator at the address specified on the contract. Contracts received after

June 16, 2017, are subject to a \$50 non-refundable supplemental late registration fee (see fee structure outlined above). No Vendor will be allowed to setup without a signed contract with the appropriate advance fees attached.

**Cancellations:**

Vendor may cancel or reduce their exhibit space, without penalty, by submitting written notice to the VHPA timed to arrive no later than June 16, 2017. No refunds will be made unless written notice of cancellation or reduction is received by June 16, 2017 or earlier. Certified mail with return receipt, or overnight services which require deliver receipts are strongly recommended and the date on the delivery receipt will govern.

**Vendor Area Availability:**

Setup of exhibits, displays and booths may commence on the published date and time specified in the correspondence from VHPA Headquarters accompanying these policies. All items must be removed from the Vendor Area by the published date and time specified in the correspondence from VHPA Headquarters accompanying these policies. Detailed dates and times will be provided in the Vendor/Book Seller/Exhibitor Contract for each reunion.

All exhibits, displays and booths must be assembled and fully operational at least 1 hour before the published opening hour of the Vendor Area. In the event any exhibit, display, or booth is not fully assembled and operational by the required time, the VHPA reserves the right to require the Vendor to remove all exhibit, display, or other material from the Vendor Area, and may repossess all rights to the vacated space. The Vendor will be considered in default of the signed contract and will not be entitled to any refund for such space.

**Hours and Manning of Exhibits:**

A detailed schedule will be provided for each reunion location. All booths should be fully staffed during these hours. Vendor will have access during set-up and tear-down. On reunion days, Vendor will have access during the hours that the VHPA registration center is open and up to one hour after the closing of the Vendor Area. The VHPA reserves the right to make limited changes to the schedule.

**Security:**

The Vendor Area for this year's reunion will be an area with doors that can be locked so no after hour security will be provided. The hotel will rekey these doors and only Vendors, Hotel Security and the VHPA Vendor Coordinator will have access to the Vendor Area. Each Vendor may request a key by marking item #11 of the contract. If this key is lost, Vendor is responsible for the cost of rekeying the room. The Vendor Area will be secured at the close of business each day until the posted opening time on the following day. We recommend that no cash or computers be left in the Vendor Area overnight. The VHPA assumes no liability or responsibility for Vendor Tables that are setup outside the area specifically designated as the Vendor Area (for example, an Exhibitor Area for VHPA Affiliated Organizations that is outside the Vendor Area).



As a matter of policy, no individual Vendor shall be allowed to sleep, remain overnight, or otherwise occupy the Vendor Area from one hour after the Vendor Area closes to one hour before it reopens the next day.

**Liability:**

The Vietnam Helicopter Pilots Association, its officers, directors, agents, and all organizations and individuals who are employed by the VHPA in connection with the annual reunion shall not be responsible for any loss resulting from accident, fire, damage, or theft of any exhibit, material, merchandise, or part of any display, or for any cause whatsoever, including accident of injury to Vendor, their employees, agents, the public, and others prior to, during, or subsequent to the period covered by the Vendor/Book Seller/Exhibitor contract.

The Vendor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and hold harmless the Vietnam Helicopter Pilots Association, their employees, agents, directors, officers, and members against all claims, losses and damages to persons and property, charges of any type, fines or attorney's fees arising out of or caused by the Vendor installation, removal, and/or maintenance of its exhibits, displays, booths, or occupancy, or use of the premises or a part thereof.

The Vendor further agrees to pay for any and all damages to the building or its equipment incurred through carelessness or otherwise caused by the Vendor. In addition, Vendor agrees that the VHPA and the host hotel, exhibit hall, or other facility hosting the Vendor does not maintain insurance covering Vendor's property.

If you have Liability Insurance to cover your table, please provide a certificate of insurance. If Vendor does not provide proof of coverage, VHPA reserves the right to obtain insurance coverage in Vendor's name.

**Banner Regulations:**

All City, State, and Federal fire laws must be strictly observed. Wiring must comply with Fire Department and Underwriter rules. Aisles and fire exits cannot be blocked by exhibits, displays, or booths. No decorations of paper, pine bough, leafy decorations, or tree branches are allowed. All muslin, velvet, or other cloth decorations must stand a flameproof test as described by the local fire ordinances.

**Vendor Badges:**

Vendor Area only badges will be provided free of charge to all Vendors, and will entitle the bearer access to the Vendor Area during scheduled hours. VHPA membership reunion badges are totally separate and are provided per the normal enrollment procedures of the VHPA.

**Restrictions:**

The formal notice of space assignment constitutes the completed agreement for the right to use the allotted space. In the event of fire, strike, or other circumstances beyond the control of the VHPA, which prevents the use of the Vendor's Table, the contract will not be binding. The Vendor, by virtue of accepting the allocated space, accepts and agrees to the rules, regulations and exhibit/display hours published as part of each reunion, the policies and requirements outlined in this policy statement, and

any other related Vendor bulletins. The VHPA reserves the right to cancel the contract with any Vendor at any time prior to or during the annual reunion.

Vendor shall not assign, sublet, or share the whole or part of the space assigned without the knowledge and written consent of the VHPA. All demonstrations, sounds, advertising material, publications, etc., must be contained within the space assigned to the Vendor. No displays, merchandise, products, services, signs, or other materials that are deemed in the sole opinion of the VHPA as obscene, anti/pro political, or otherwise controversial will be allowed. Aisles must be kept clear. Booth signs, listings, programs, etc., will carry only the name of the contracting firm unless other arrangements have been given prior written approval by the VHPA.

**Advance Shipping of Materials:**

Vendor should make their own arrangements with the host hotel, convention center, or relevant Vendor Area for any advance shipment of materials, supplies, and products. The VHPA is not responsible for the security, safety, or storage of these items, and will not accept any collect freight charges or similar fees on the behalf of Vendor.

**Use of VHPA Logos, Artwork, and Identification Insignia:**

The VHPA logos, related artwork, and identification insignias are registered trademarks and/or copyrighted material of the Vietnam Helicopter Pilots Association, and may not be utilized, reproduced, copied, or otherwise displayed in any way or fashion by any individual, corporation, partnership, VHPA Affiliated Organization, or other entity without the express written permission of the Vietnam Helicopter Pilots Association.

The VHPA REUNION logos, related artwork, and identification insignias are trademarks and/or copyrighted material of the Vietnam Helicopter Pilots Association, and may not be utilized, reproduced, copied, or otherwise displayed in any way or fashion by any individual, corporation, partnership, VHPA Affiliated or other entity without the express written permission of the Vietnam Helicopter Pilots Association.

For those Vendors who wish to make use of the forgoing protected information, a separate license and royalty agreement is available and must be completed, accepted by the VHPA, and the appropriate licensing provided prior to any duplication, copying, or other utilization of said protected information. Part of the approval process will generally include providing a physical sample (returnable), art rendering, or photograph as appropriate which depicts the definitive use, graphics style/positioning, and overall scope of the utilization of the VHPA logo.

**General Policies, Rules, and Regulations for All Vendors:**

The VHPA is a non-political organization that exists to foster the renewal and maintenance of friendships within the membership. No political statements or situations shall be made part of our reunion functions, including the Vendor Area. The VHPA reserves the right to reject without cause any request for space, displays, exhibits, or other membership contact that it deems to be in violation of our non-political posture, or that may be controversial in nature, disruptive to the overall purposes of the reunion, or otherwise might cause concern and discomfort to our membership.