



VIETNAM HELICOPTER PILOTS ASSOCIATION 2023 Vendor, Book Seller & Exhibitor Information

Subject: VHPA 2023 Annual Reunion

Overview

VHPA wishes to extend an invitation for your participation as a Vendor at the VHPA 2023 Annual Reunion scheduled for Sunday, July 2 through Wednesday, July 5 at the San Antonio Marriott Rivercenter, 101 Bowie Street, San Antonio, TX 78205. The 2023 Vendor Area will be located in Salon of C-E of the hotel. Vendor's can begin setting up in the Vendor Area on Saturday, July 1 at 9:00am. The Vendor Area will be open to the public from 9am to 8pm Sunday, July 2 through Tuesday, July 4 and 1pm – 5pm on Wednesday, July 5.

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 complete and return the attached information. 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 to VHPA by US Mail, as soon as possible, at the address listed below:

Vietnam Helicopter Pilots Association
1601 E Lamar Blvd, Suite 117
Arlington, TX 76011

If you have any questions concerning these documents, please email me at 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 upon request should you need to ship materials.

If you intend to participate and want to stay at San Antonio Marriott Rivercenter, we recommend that you make your reservations early. Once you have registered with HQ as a Vendor, hotel booking info will be sent to you.

Special Needs / Other Information

As per the contract, your initial fee includes one (1) table. Additional tables are available for the fees stated in the contract. 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. Any charge for these special requirements must be paid by the Vendor.

The Vendor Area will be locked each night so no security will be provided. 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.

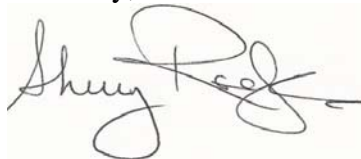
Please remember - All Vendor/Book Seller/Exhibitor material must be removed by 10:00pm on Wednesday, July 5.

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, 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, appearing to read "Sherry Rodgers", is written over a light yellow rectangular background.

Sherry Rodgers
VHPA Headquarters

Vietnam Helicopter Pilots Association
40th Annual Reunion July 2 – July 5, 2023
San Antonio, TX

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 2023 40th Annual Reunion of the Vietnam Helicopter Pilots Association (VHPA) held at San Antonio Marriott Rivercenter, 101 Bowie Street, San Antonio, TX 78205-3901. The Vendor Area will be located in Salon C-E 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 on or before June 15, 2023.

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:

Donation of 1 book/vendor item to be given as door prize at Annual Business Meeting.
Please take to VHPA Headquarters at reunion.

7. Free web hyper-link from the VHPA Reunion Website to your website from sign up date thru the end of the reunion. Website address:

8. Main business/products sold _____

Vendor initials _____

9. Power requirements (extra charge) _____

10. Audio/Visual equipment requirements (extra charge)

11. WIFI (extra charge) YES _____ NO _____

12. Key to Vendor Area Requested? YES _____ NO _____

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

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

15. 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: _____

16. 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 November 2018.

Signature: _____ Date _____

Vendor initials _____

WAIVER

Vendor shall be fully responsible to pay for any and all damages to property owned by the the San Antonio Marriott Rivercenter 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, San Antonio Marriott Rivercenter, 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 November 2018)

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 a paid vendor 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 That Apply to all Vendors:

1. 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.

2. Each Vendor agrees to donation of 1 book/vendor item to be given as door prize at Annual Business Meeting. Please deliver to VHPA Headquarters at beginning of reunion.

3. 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 15, 2023 for the 2023 reunion to the VHPA Vendor Coordinator at the address specified on the invitation letter. 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 15, 2023. No refunds will be made unless written notice of cancellation or reduction is received by June 15, 2023 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 Room will be locked by the hotel each night so no additional security will be provided. 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.