



IAWP Chicago Conference 2024

Vendor Booth Information, Terms & Conditions and Vendor Contract

Location

Hilton Hotel - Chicago, 720 South Michigan Avenue, Chicago Illinois 60605 USA

Vendor's Onsite at Hotel: September 2-5, 2024

Vendor Booth Information

Booths are assigned, after the contract fee and application are received, on a first come, first serve basis.

1. Spaces are not confirmed until your vendor registration form and payment have been received and approved.
2. Vendor fee is \$1,500 USD (for one person) and includes:
 - a. Vendor booth:
 - Table: 36" x 72" (91 x 182 cm).
 - 2 chairs, wastebasket and signage insert.
 - Poles and curtains.
 - Access to electricity (vendor will provide extension cords, power strips, and floor tape).
 - Each additional person is \$250.
 - b. Other amenities
 - Vendors will have opportunities to meet and greet delegates and dignitaries.
 - Promotional insert for conference delegate welcome bag.
 - Lunch is offered.
 - Evening opportunities to mingle with delegates are offered at an additional fee by event.

Post-Conference Responsibilities

Tear down will begin at 4:00pm on Wednesday, September 5 at 4:00.

- Vendors are asked to utilize their space for *all three days*.
- Vendors are asked to remove trash from their assigned area at tear down.
- Vendors cannot tear down prior to Wednesday at 4:00 p.m. without written authorization from sponsorship coordinator.
- There are no refunds after 5 August 2022. All refunds prior to 5 August will be charged a 30% cancellation fee. No one shall occupy the space other than the original contracted vendor without prior consent from the sponsorship director.

Terms and Conditions

- All fees are non-refundable. Cancellations or no-shows by vendor will not be refunded.
- Set up begins Monday, September 2, at 6:00 am. Booths must be completely ready for delegates before 7:45am.
- Vendor showcase exhibitions are available Monday-Wednesday, and vendor hours are available 8:30am-5:30pm.
- Each day conference sessions are 9am-4:30pm, with breaks between sessions providing opportunities for vendor showcasing until 5:00pm.

IAWP Chicago 2024 Conference Vendor Contract

Complete and submit this registration form. Amount due: \$1,500. **Submit payment:** 1) Use [PayPal](#) and send to email: treasurer@iawp.org, or 2) mail check or money order with this printed form to: IAWP, PO Box 111412, Anchorage, AK 99511

Vendor Information

Contact Name: _____

Phone: _____

Email: _____

Company/Organization Name: _____

Name of attendee(s) (if different from above contact):

Business Website or Social Media links:

Will you be selling products? Yes No

Will you require access to a power source? Yes No

Special Requests: (We will do our best to accommodate but cannot guarantee all requests).

To ensure the safety and comfort of our attendees, we will review your vendor application prior to accepting payment. To secure your space, please complete and send this form. Either submit the form or download a copy and email to: dhiawp2024chicago@gmail.com. Upon acceptance of your application, we will send your approval with an invoice to the email you provided with payment instructions.

I acknowledge that I have read and understood this application and agreement contract to abide by the rules that are put in place by the International Association of Women Police and the Hilton Hotel located at 720 South Michigan Avenue, Chicago, IL.

I agree to respect the staff and personnel of the International Association of Women Police and their event partners. IAWP and the Hilton Hotel are not responsible for any loss or damages to vendor property or personal injury of any kind. I hereby release the International Association of Women Police, their personnel, staff, and volunteers from any liability connected to my participation in this event.

Signature: _____

Date: _____

[Submit Form](#)

