



Wisconsin Chapter
International Association of Arson Investigators, Inc.
PO Box 389
Sun Prairie, WI 53590
(608) 825-1967

Now is the time to reserve your Vendor Booth at the 2012 IAAI-Wisconsin Chapter 25 Annual Spring Seminar.

Your involvement will strengthen our program by providing mutually beneficial networking opportunities and the introduction of useful products and services to the attendees. Vendors will be able to interact with the attendees during the course of the seminar which will provide excellent opportunities to market your company and your available services and/or products.

The seminar will be held at the Holliday Inn Convention Center in Stevens Point, Wisconsin on June 5th through June 7th 2012. The designated Vendor area will be located adjacent to the seminar classrooms which will provide maximum exposure to the seminar attendees. Vendor Booths are limited and will be assigned on a first come, first serve basis. The Vendor Fee of \$200 must be paid before a booth reservation can be confirmed. All Vendor display materials must fit on a 8 foot table. If a Vendor requires any special allowances for their display, notification must be made at the time the reservation is requested and must be approved.

Seminar classes will be held June 5th through June 6th. Vendors will have access to the seminar attendees during those two days.

Set up will occur the morning of Tuesday, June 5th and break down will occur after class instruction concludes June 6th. If a Vendor does not intend to participate both days of the seminar, notification must be given for approval when the Vendor Booth reservation is requested. Additional details regarding specific Vendor information will be provided upon confirmation of reservation. We look forward to a successful seminar this year and greatly appreciate your participation as a Vendor.

Questions should be directed to Michael Geissler at Michael.Geissler@grandchutefd.org.
Deadline to register is April 30, 2012.

Vendor's Agreement

IAAI Wisconsin Chapter 25

Annual Spring Seminar

June 5th thru the 7th, 2012

Vendor's Times: June 5th 12:00 pm - 7:00 pm & June 6th 8:00 am - 5:00 pm

Contact: Lt. Michael Geissler

Address: 2920 W. Highview Drive, Appleton, WI 54914

Telephone: 920-832-4768

E-Mail: Michael.Geissler@grandchutefd.org

Company Information

Company: _____

Company Contact: _____

Contact's E-mail: _____

Contact's Telephone: _____

Company Address: _____

City, State, Zip: _____

Company Telephone: _____

Company Web Site: _____

Product/Service: _____

Booth Representatives: _____

Maximum of 2 representatives per 8X10 booth space allowed

Booth Requirements

Quantity Cost Total

8' X 10' Booth Space _____ \$200.00 \$ _____

Includes: 1- 8' table, 2 - chairs

Total Amount Enclosed \$ _____

Signed _____ Date _____

I have read, understand and will adhere to the terms as listed in this contract.

Vendor's Agreement

IAAI-Wisconsin Chapter 25 Annual Spring Seminar

It is mutually agreed and understood by both parties:

1. That the Lessee shall pay rent in the amount indicated at the time of submission, along with completion of the information on the reverse side of this contract. Payment constitutes final sale and is non-refundable for cancellation.
2. That the exhibit area shall be used solely for the purpose of display and/or sales of the product line or service listed in the company information. Subleasing or booth space sharing is not allowed.
3. That no portion of the display shall extend into or otherwise encroach upon any other booth space, aisle, walkway or public area and that no alterations may be made to the exhibit area without the consent of the Lesser.
4. That the exhibit area shall be kept in a clean condition.
5. That the Lessee shall hold harmless the IAAI-Wisconsin Chapter 25, Seminar Committee, Holiday Inn of Stevens Point, or any of their agents for any liability, or personal injury to themselves or their agents, and/or loss or damage to personal property or company property during any portion of the seminar.
6. That the Lessee will be allowed to set up their booth space between 7:00 am and noon, Tuesday, June 5, 2012 and no other time, displays will open at 12:00 pm. Booth location will be provided by and at the discretion of the IAAI-Wisconsin Chapter 25.
7. That the premises be vacated by 6:00pm on Wednesday, June 6, 2012, but not before 4:00 pm on this day.
8. Any and all seminar sessions, meal functions, banquets or other seminar functions are not part of this agreement.
9. Any termination of this contract by the Lessee does not constitute a refund of booth space fees.
10. Vendor attendees must man their booth at all times while the vendor area is open.