**International Plastic Modelers Society**

**(IPMS) Warren**

Our next show will be held on **Saturday, March 14th, 2020** at Trinity Lutheran Church, 38900 Harper Avenue (between 16 Mile Road and Crocker Avenue), Clinton Township, MI 48036.

We would greatly appreciate it if you would return this contract to us by **Saturday, February 29th, 2020,** as this helps us get the table layout done and the conformation letter back to you in plenty of time before the show.

Make checks payable to:

**IPMS, 1201 WOODBRIDGE, ST. CLAIR SHORES, MICHIGAN, 48080**

**PLEASE PRINT NAME CLEARLY**

**NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_HELPER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE \_\_\_\_\_\_\_\_ ZIP\_\_\_\_\_\_\_\_\_\_\_**

**PHONE# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TABLE REQUESTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **DEADLINE** | **COST PER TABLE** | **NUMBER OF TABLES DESIRED** | **TOTAL AMOUNT ENCLOSED** |
| **8ft tables** | **by February 29th 2020** | **$30.00 each** |  |  |
| 8ft tables | **after** February 29th 2020 | **$35.00 each** |  |  |

**PLEASE NOTE**: No personal checks will be accepted **after the February 29th, 2020 deadline.**

Day of show table sales are $45 00 each if tables are available. **CASH ONLY - NO CHECKS - NO EXCEPTIONS**

**INSURANCE:** Exhibitors accept full responsibility for loss and injury to themselves, their family, their staff and their property while attending this show. This expressly releases the IPMS management from any loss or injury.

**SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(unsigned forms will be returned and not processed)**

To receive confirmation you must enclose **a long, self-addressed, stamped envelope.**

**IPMS WARREN**

**March 14, 2020 Show**

**Vendor Information**

1. **Vendor Admittance:** List name of helper on contract only. Pre-printed badges for both you and your helper will be sent with your table confirmation. Badges must be worn and visible at all times. ***Table confirmations are sent out 1-2 weeks before the show.***
2. **Table Reservations:** Tables are assigned on a first paid basis and are guaranteed only after we receive payment. A table is not guaranteed until payment is received.
3. **Table Placement:** IPMS show management reserves the right in assigning vendor location within the show.
4. **Show Cancellation:** If the show must be cancelled for any reason, this contract will be cancelled without liability and table fees will be returned.
5. **Refunds:** If you must cancel your reservation, a refund will be issued provided your written notice is received by us via mail, by the Wednesday prior to the show. You must include all vendor badges issued to receive refund.
6. **Table Sharing**: Table sharing by more than one vendor is not permitted.
7. **Overflowing Merchandise:** Merchandise must be confined to tables and directly under table and is not to overflow into walkways.
8. **Setup**: Sunday morning set up is from 7:00 a.m. to 9:00 a.m. The show opens to the public at 9:00 a.m.
9. **Breaking Down:** Packing begins at 3:00 P.M. If you cannot remain completely set up until 3:00 P.M. DO NOT SIGN UP FOR THIS SHOW.
10. **Smoking:** Is not permitted inside the building. You may smoke outside the building.