



Call for Exhibitors!

Safety and Health Excellence Conference & Exposition

April 2nd – 4th 2024

**Sheraton Portsmouth Harborside Hotel
250 Market Street, Portsmouth, NH 03801**

Conference Planning is underway for the 2023 VPPPA (Voluntary Protection Program Participant's Association) Region 1 (New England) Conference and Exposition. The annual conference is the premier safety and health conference in New England focusing on the OSHA Voluntary Protection Program and VPP Excellence. Approximately 120 attendees are expected for this event. The Region 1 Exposition Hall will be held in conjunction with the Conference & Workshops on Tuesday April 2nd thru Thursday April 4th.

Please send payment and registration forms to the National VPPPA (See Payment section on page 3 for details)

**Conference & Exhibit Hall Location: Sheraton Portsmouth Harborside Hotel
250 Market Street, Portsmouth, NH 03801**

Discount hotel room rates for the conference are available using this link:

[Book your group rate for VPPPA](#)

OR call (888) 627-7138 or (603) 431-2300. **IMPORTANT NOTE: Please identify room discount code below when calling to make reservations. Rates cannot be changed upon check-in or at checkout times if guests fail to identify their affiliation at the time the reservation is made.**

Hotel room rates are \$159 per night and are subject to applicable state and local taxes (currently 8.5%) in effect at time of check-out. Hotel room rates are based on single or double occupancy only.

Room Discount Code: **VPPPA Region 1 April 2024**

Room Reservation deadline for Group Rate: **March 6, 2024**

SPECIAL NOTES:

- All room reservations must be guaranteed by a major credit card or a first night's room deposit plus tax.
- An early departure fee of one-night's room and tax will apply for check outs prior to confirmed check out date.
- Check-in time is 3:00 pm, checkout time is 12:00 pm.
- The Hotel offers a parking rate of \$20.00 per night for self-parking in their gated lot and \$25.00 per night for valet service.

Exhibit Hall Hours: Tuesday, April 2 from 5:00 PM to 7:00 PM (Exhibitor Hall social reception)
Wednesday, April 3 from 7:00 AM to 3:00 PM
Thursday, April 4 from 7:00 AM to 10:00 AM

Booth Assignment: Booths are assigned onsite, upon availability on a first come, first serve basis.

Exhibit tables will be in the space provided by the Sheraton Portsmouth Harborside Hotel in the Grand Ballroom. Sub-leasing of assigned space is not allowed. VPPPA Region 1 Chapter reserves the right to alter space if it deems necessary in the best interests of the exhibition. VPPPA Region 1 will make every effort to consult with exhibitors in these matters.

Set-up Time: Tuesday, April 2nd from 9:00 am to 5:00 PM.

All set-ups must be completed prior to the Exhibit Hall opening at 5:00 PM on April 2nd.

Tear Down Time: Exhibitor equipment should be removed from the premises by 1:00 PM on April 4th.

Region I VPPPA Exhibitor Contract for Exhibit Space

Services: No additional equipment such as A/V services or telephone connections will be provided. VPPPA Region 1 Chapter will make every reasonable effort to accommodate your needs.

Upon submittal of your contract with payment, a confirmation will be e-mailed to you from the National VPPPA.

The cost for one booth space is \$575.00 and includes:

- ❖ ONE draped table with 2 chairs.
- ❖ Invitation for ONE person (per booth purchased) to all conference meals and entertainment.
- ❖ Listing in Conference Program (if registered as Exhibitor by March 8, 2024).
- ❖ Additional Booth Personnel may register at \$350.00 each.
- ❖ All registered Booth Personnel are invited to conference meals and entertainment.

Sheraton Portsmouth Harborside Hotel Conference Rules and Package Shipment:

The exhibitor agrees to confirm to the Sheraton Portsmouth Harborside Hotel & Conference rules. To ensure proper handling of your conference materials, each item should be clearly marked with the following:

- Name of Event Manager – Raegan Blaney
- Title of Function – Region 1 VPPPA Conference
- Date of Function – April 2 – 4, 2024
- Exhibitor Name & Arrival Date –
- Number of boxes - example (Box 1 of 5).

Boxes will be received no earlier than four (4) days prior to the function. Any materials shipped upon the conclusion of the function are the responsibility of the exhibitor. The exhibitor is responsible for the arrangements and all expenses of shipping materials to and from the Hotel. These materials must be properly packaged and labeled appropriately and include all proper destination information including shipping account numbers. All items are stored at client's own risk. The Hotel is not responsible for any damage or loss of any items left on premise prior to, during or following a function.

The Hotel will only accept prepaid packages. Any package delivered by C.O.D. will be refused, and no notification will be made by the Hotel to the shipper.

***** Please note: Hotel does not provide pallet jacks for oversized shipments *****

All costs involving shipping and storage are the responsibility of the exhibitor. The exhibitor will assume total responsibility for the arrival and receipt of their materials and VPPPA Region I Chapter will not assume accountability. If conference materials do not arrive on time for the conference, the conference fee is not refundable.

Hotel Reservations & Travel Arrangements: Hotel, airline, and other travel costs are not included. It is the responsibility of the exhibitor to make hotel and travel arrangements.

Hold Harmless/Responsibility Clauses: Exhibitors shall indemnify and hold harmless VPPPA Region 1 Chapter and Sheraton Portsmouth Harborside Hotel and its service agents from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removing or display of exhibits.

Exhibitors shall indemnify and hold harmless VPPPA Region 1 Chapter, Sheraton Portsmouth Harborside Hotel and their respective employees, board of directors, membership and agents against any claim or expenses arising out of the use of the exhibition premises.

Cancellation Policy: Exhibit booth space cancellations are non-refundable. The VPPPA Region 1 Chapter reserves the right to cancel the conference, the exhibition, or any part thereof with no further liability to the exhibitor other than a refund of exhibit fees, less a proportionate share of the exposition cost incurred due to cancellation of the conference due to any circumstances beyond the control of VPPPA Region 1 Chapter or Sheraton Portsmouth Harborside Hotel.

Notes: VPPPA Region 1 Chapter may, at its discretion, make reasonable changes, amendments or additions to the terms and conditions of this contract. Any such changes shall be binding on the exhibitor. The ruling of the VPPPA Board of Directors shall be final in all instances with regard to exhibit space.

Direct sales from the exhibit floor are permitted; however, the exhibitor is responsible for any federal, state or local tax that may be required to be collected or withheld on any purchase. Competitive events that distract from the conference