

IWPCA / Collections Conference

Vendor Registration Form

Best Western, Marshalltown, Iowa March 4-5, 2010

- **Registration** and payment must be received by February 26, 2010
- **22 Vendor tables** are available. Table assignment is made upon receipt of payment
- **Registration includes:** One 8' skirted table in open area and electricity (limited outlets)
- **Setup/teardown:** Vendors may set up after 4:00 pm, (not before) on Wednesday, March 3. Vendors may tear down after 6:00 pm Thursday, March 4 or at noon on March 5.
- **Meet and Greet Break Sponsorship** opportunities are also available.
There are 4 Meet and Greet Break periods. Your company name & logo will be prominently displayed during each event. Meet and Greet Break Sponsorship is \$75.00
- Vendors will be given the opportunity to make a **3-4 minute company presentation** during program breaks.
- Vendors are encouraged to bring a **door prize**, which can be given out during their presentation.
- A **participant list** (on disk) will be given to all vendors.

Enclose a check or money order (**payable to IWPCA**) for the total amount.

Organization: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ FAX: _____ E-Mail: _____

COST: Table Space: (includes 1 lunch) \$175.00 x _____ = \$ _____

Additional Attendees Lunch: \$12.00 x _____ = \$ _____

Meet and Greet Break Sponsorship \$75.00 \$ _____

Grand Total: \$ _____

Do you require electricity? Y / N

Name of Attendee: _____

Additional Attendee: _____

Additional Attendee: _____

My signature below indicates that my organization and I understand that we assume total responsibility and liability for losses, damages, and claims arising out of injury or damage to our property brought to the IWPCA Specialty Conference. My organization and I shall indemnify and hold harmless the IWPCA and its agents and employees for any and all such losses, damages, and claims. Further I understand that it is my duty and responsibility to set-up and dismantle our demonstration according to the timetable established by IWPCA.

Signed by _____ **Date** _____

Please mail, email, or fax this registration form to:
Paul Druivenga, City of Iowa City, 4366 Napoleon St. SE, Iowa City, IA 52240-4224
Phone # 319-631-1156 Fax #: 319-356-5172
email: Paul-Druivenga@iowa-city.org