



# HAPCOA

HISPANIC AMERICAN POLICE COMMAND OFFICERS ASSOCIATION

## 45th Annual National Training Symposium and Exhibit Fair Exhibitor Application Form

### EXHIBIT RESERVATION AGREEMENT

1. The cost for each Exhibitor booth will be \$1000.00. Late Registration (after April 1, 2019) will be \$1100.00
2. Exhibitors are provided one 8'x 10' exhibit booth, a table, two chairs and exhibitor's identification sign.
3. Registration for 2 exhibitors for the awards luncheon and training classes.
4. Applications will be processed on a first-come, first-served basis. By signing this application, you agree to the Rules and Regulations set forth below. All information must be complete in order for the application to be processed. **Cancellation Policy:** All cancellations are subject to a \$275 cancellation fee and must be received in writing no later than April 30, 2019. There will be no refunds honored for requests received after June 1, 2019. Refunds will be issued via mail after the close of the symposium.

### BENEFITS OF EXHIBITION

1. Access to command level Hispanic law enforcement personnel membership who are desiring to view a wide variety of products and services to enhance the overall production of their agencies.
2. Inclusion in radio and print broadcasts announcing Career and Exhibit Fair.
3. Sharing the exhibit floor with the HAPCOA Membership booth and the Annual Silent Auction booth (if held).
4. Increased flow of traffic due to advertising campaign at local colleges and military installations.
5. Discounted fee to place an ad in the Annual Symposium Program.

Please complete form and mail along with payment by April 1, 2019 to:

HAPCOA National Training Conference  
Exhibitor Registration  
PO Box 29626  
Washington, DC 20017  
Telephone (202) 640-3966

### EXHIBITOR SCHEDULE

Monday, April 29 - 9:00 AM - 3:00 PM Exhibitor Registration and Display Set Up  
Tuesday, April 30 - 7:00 AM - 9:00 AM Display Set Up  
Tuesday, April 30 - 1:00 PM - 5:00 PM Exhibit Hall Open  
Wednesday, May 1 - 8:00 AM - 4:00 PM Exhibit Hall Open  
Thursday, May 2 - 8:00 AM - 12:00 PM Exhibit Hall Open  
Thursday, May 2 - 12:00 PM Exhibit Hall Disassembly

For additional information contact: Mary Cox, Symposium and Marketing Director  
[hapcoaconf@yahoo.com](mailto:hapcoaconf@yahoo.com) or cell (571) 228-1859

Name of Company \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_



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HISPANIC AMERICAN POLICE COMMAND OFFICERS ASSOCIATION

Authorized Signature \_\_\_\_\_

Contact person for exhibit, including address if different from above \_\_\_\_\_

Method of Payment: Check \_\_\_\_\_ Credit Card \_\_\_\_\_ Account# \_\_\_\_\_ P.O. \_\_\_\_\_

Name on Credit Card \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Credit Card# \_\_\_\_\_ Expiration Date \_\_\_\_\_

Telephone \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Name(s) of personnel staffing booth \_\_\_\_\_

\_\_\_\_\_





## Exhibit Rules and Regulations

An application for exhibit space must be signed by a duly authorized agent of the exhibitor. A signed application constitutes a contract subject to the following terms and conditions:

HAPCOA reserves the right to determine eligibility of any company or product of inclusion in the exhibit hall. No live ammunition shall be available in connection with any exhibit.

1. **SPACE ASSIGNMENTS** - Request for space will be date-stamped as received at HAPCOA and assigned based on stated preference and availability. HAPCOA shall have no responsibility for information provided or products exhibited during the Symposium as part of the Exhibit Program.
2. **EXHIBIT FEES and PAYMENT FOR SPACE** - The charge for each booth is reflected on the Application and Contract stated above. Applications not accompanied by proper payment, will not be processed, nor assigned, until such time as your payment is received.
3. **CANCELLATION POLICY** - All cancellations are subject to a \$275 cancellation fee and must be received in writing no later than April 30, 2019. No refunds for cancellations will be made after June 1, 2019. Refunds will be issued via mail after the close of the Symposium.
4. **SELLING OF PRODUCTS and TAKING ORDERS FOR SHOW DELIVERY** - HAPCOA provides display space for suppliers to exhibit and demonstrate products on the basis of their potential information and commercial value. All exhibitors are required to adhere to such rules and regulations as may be established by the U.S. Internal Revenue Service and state and local government.
5. **INSURANCE and LIABILITY** - Neither HAPCOA's members, officers, representatives, employees, nor The Embassy Suites, Baltimore, MD representatives or employees, are responsible for any injury, loss or damage that may occur to the exhibitor or the exhibitor's employees or property from any case whatsoever, prior to, during or subsequent to the period covered by the exhibit contract.
6. **SECURITY** - Reasonable hotel security will be furnished, but the furnishings of such personnel shall be deemed to affect the non-liability of HAPCOA and its members, officers, representatives and employees of the The Embassy Suites. It is recommended that exhibitors take individual precautionary measures such as securing easily portable articles of value and their removal to a place of safe keeping after exhibit hours.
7. **AUDIO VISUAL** - Audio-visual equipment and internet connection will need to be secured through the The Embassy Suites at the exhibitor's costs (not included in registration fee). A completed request form must be completed and submitted prior to April 21, 2019. AV request forms can be obtained through HAPCOA Symposium Director.
8. **CARE OF BUILDING and EQUIPMENT** - No tacks, nails or screws may be driven into the walls, floors, columns or any other parts of the building or furniture.
9. **WEAPONS** - No weapons or simulated weapons shall be handled by persons under the age of 18. No photographs shall be taken posing with such items.
10. **AMENDMENTS** - HAPCOA reserves the right to interpret, amend and enforce these contract conditions/rules and regulations. Written notice of any amendments or interpretations shall be given to each exhibitor. Each exhibitor, for himself, his agent and employees agrees to abide by the contract condition/rules and regulations set forth herein, or by any subsequent amendments and interpretations.