



Third Biennial Western Regional IDeA Scientific Conference Honolulu, Hawaii October 6-8, 2013

Vendor Registration Form

Vendor application deadline is August 15, 2013

Vendor Information:

The IDeA 2013 conference will have excellent exhibitor areas which can be viewed at the early registration event as well as during conference breaks. As an exhibitor, you will receive high exposure from the many conference registrants who will be attending this event.

Vendors will receive the following for a fee of \$1,000:

- **Exhibit space** including one table and two chairs
- **Mention in conference materials and on website** with logo and link to your website (please provide high-res, vector-based. Eps logo)

Organization Name _____

Contact Name _____ Title _____

Address _____

City _____ State _____ Zip Code _____

Day Phone (_____) _____ Fax (_____) _____

Email _____

Name of exhibitors attending:

1. First Name _____ Middle Initial _____ Last Name _____

Email _____ Phone Number (_____) _____

Institution _____

Address _____



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Western Regional IDeA Scientific Conference
Honolulu, Hawaii
October 6-8, 2013**

2. First Name _____ Middle Initial _____ Last Name _____

Email _____ Phone Number (_____) _____

Institution _____

Address _____

Secondary Contact:

First Name _____ Middle Initial _____ Last Name _____

Email _____ Phone Number (_____) _____

Institution _____

Address _____

Payment Options:

Credit Card:

Please charge my: ☐ Visa ☐ Mastercard ☐ Discover

Cardholder's Name _____

Card Number _____ Exp. Date _____ Amount \$ _____

Purchase Order:

Company Purchase Order # _____

Check:

Please make payable to: UNIVERSITY OF HAWAII

Please send checks to the mailing address:

UH CONFERENCE CENTER
1951 EAST WEST ROAD #200A
HONOLULU, HI 96822



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Schedule

VENDOR SET UP: Sunday 10/6/13 12:00pm – 4:00pm

SHOW HOURS: Sunday 10/6/13 5:30pm – 7:30pm

Monday 10/7/13 7:30am – 8:00pm

Tuesday 10/8/13 7:30am – 12:00pm

BREAK DOWN: Tuesday 10/8/13 12:00pm – 1:30pm

Sponsorship

My company would like to sponsor the following item/event at the IDeA Conference:

- ☐ Tote Bags (\$3,000)
- ☐ "Meet n Greet" early registration pupu hour on Sunday, October 6th from 5pm-7pm (\$2,600)
- ☐ Entertainment at Dinner Buffet (\$2,000)
- ☐ Refreshment Breaks (\$1,500)
- ☐ Keynote Speaker (\$4,000)
- ☐ Donation of tote bag items (200 count of item needed - no cost). Please indicate what item will be donated _____

Information Table

If you are unable to attend but would like your literature displayed at an un-staffed table, you may purchase Information Table space for the price of \$500.

- ☐ I would like to display literature or pamphlets on the information table

All literature, brochures or any other materials should be sent to: Western Regional IDeA Scientific Conference, 1960 East West Road, Institute for Biogenesis Research E-124, Honolulu HI 96822, to arrive NO LATER than September 30, 2013 and must be clearly labeled with the vendor's name. The IDeA conference is **not responsible** for shipping charges to or from the above address or return of materials after the conference.

Contact Information

Please fax your forms back to Candice Lau at **(808)956-7316** or email it to her at cmll@hawaii.edu . For more information or questions about becoming a vendor at the conference, please contact Candice Lau.



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Vendor Agreement

1. The sponsor will reserve exhibit space at the Waikiki Beach Marriot Resort & Spa.
2. Vendors will purchase from the sponsor the use of exhibit space for the period of time beginning October 6, 2013 (5:30pm) and ending October 8, 2013 (12:00pm).
3. All demonstrations, exhibits, and distribution of literature must be confined to the allotted vendor space except as permitted by the sponsor. In addition, the vendor agrees to use the leased vendor space for lawful purposes.
4. Vendors agree to keep their exhibit space and immediate adjacent aisle clean.
5. A 25% cancellation fee will be charged for cancellations made before August 15, 2013. A 50% cancellation fee will be charged for cancellations made between August 15, 2013 and September 25, 2013. No refunds will be made on or after September 25, 2013.
6. The sponsor and its employees will not be responsible for any loss, damage or destruction of the Vendor's property, from any cause prior to, during or following the conference.
7. The vendor may not discriminate against conference participants based on race, national origin, religion, gender, age or sexual orientation.
8. The sponsor reserves the right to refuse a vendor application and review and reject materials displayed or sold.

Contact Name (printed)

Signature

Company/Organization

Date