



Vendor Contract for IPAT 2020

DFW Westin Hotel

4545 West John Carpenter Freeway, Irving, Texas

+1 (972) 929-4500

August 5-8

## Passionate About Art

**Please read contract carefully it contains important information about the show.**

**Complete and mail to Jimmy Prescott. at Dallas China . Payable to IPAT Biennial.**

**Dallas China**

**930 Sam Rayburn Hwy. Melissa, Texas 75454**

**phone 1- (903)227-8341**

**E-mail : Lisa@dallaschina.com**

**All fees must be paid by March 1, 2020 to secure your space**

To pay for your space with Visa or Mastercard :

Account Number: \_\_\_\_\_ CVV:# \_\_\_\_\_ EXP Date: \_\_\_\_\_

\_\_\_\_\_ Card Holder Signature

Date: \_\_\_\_\_

**Complete the following sections and please Print Clearly**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

State/Prov \_\_\_\_\_ Country \_\_\_\_\_

Aisle (6ft Skirted Table \$150 each #Tables \_\_\_\_\_ x \$150.00 per table = \$ \_\_\_\_\_

Corner (6ft Skirted Table \$175.00 each #Tables \_\_\_\_\_ x \$175.00 per table = \$ \_\_\_\_\_

Wall (6ft Skirted Table \$185.00 each #Tables \_\_\_\_\_ x \$185.00 per table = \$ \_\_\_\_\_

Date received \_\_\_\_\_ Received by \_\_\_\_\_

We are having a contest, any vendor who brings in 20 IPAT memberships gets one free table. The member who is joining must contact IPAT and give the name of the person who signed them up.

**Electricity and WIFI is \$15.00 per vendor for the duration of the show**

**Hotel will accept up to 50 lbs at no extra charge.**

**Please no moving of any tables without permission. We have guidelines we must adhere to.**

**Vendors will not ask the hotel or its staff for any additional items as they charge IPAT or must charge it to your room. Please let Jimmy Prescott know of any needs you may have.**

**Wednesday –Aug. 5—Set up day Vendor set is 9a.m.— 5p.m.**

**Wednesday— Evening - 7 pm. Reception and Vendor . Soft Opening** (Open to Public at 8pm)

**Thursday – Aug. 6 -Ribbon cutting and Opening of the show is 9 a.m.**

**Friday - Aug 7 Vendor Area open 9 am. –5 pm.**

**Saturday– August 8 Vendor Area open 9–1 p.m. Show Closes**

Parking is free. Also there is a free hotel shuttle from DFW airport.

## **2020 IPAT Booth/Dealer Terms and Conditions**

**Please read this contract carefully. All Vendors and assistants must abide by IPAT rules and regulations.**

**Balance Due: Balance of Booth Payment due by March 31, 2020**

1. Cancellations: All cancellations must be received in writing. Cancellations prior to Jan 5, 2020 will receive a full refund. Cancellations after Jan 5, and March 31, 2020 will have a 10% handling charge deducted. No refunds after March 31, 2020.
2. Booth designs shall not obstruct the view or interfere with other exhibits.
3. Only Exhibitors allowed in convention center during setup time.
4. Booths: Will be assigned by date received with payment or deposit. Booths may not be sublet or shared without the consent of the booth chairman. Vendors must keep their booth space manned and in an orderly manner at all times. Vendors making full payment with this contract will received first consideration for booth location. If final payment is not received by March 31, 2020, IPAT has the right to move vendor to a waiting list. The IPAT booth Chairman reserves the right to arrange all booths to create a uniform appearance and to comply with fire codes. IPAT shall assume no responsibility for any business transactions between exhibitors and their customers. At close of convention, each booth holder is responsible for cleanup of all boxes and trash.
5. IPAT, Inc., Officers, Employees or representatives of the DFW Westin Hotel, their employees, representatives, or officers shall be held harmless for all claims of liability, damages, loss costs, attorney fees, and expenses of any kind or nature, which might result from or arise out of any action or failure to act of the exhibitor or any of its agents, or employees, including but not limited to claims or damages or loss of property. Loss, harm, injury or death to the person or any of the applicants or agents or employees. Shall not assume, any liability for claims from loss of property prior, during or after the convention due to an act of God, theft, fire, or any reason beyond the control of the above agents.
6. Fire Code: Exhibitors are responsible to keep their area neat and orderly. Space must remain free from obstruction and remain open during vendor hours. Tables are set up to Irving Texas fire code standards. Do not rearrange the tables once set by hotel employees. If you need tables moved you must contact the Booth Chairman for permission to do so.
7. Exhibitors will be allowed on the vendor floor one hour prior to opening and will not be allowed to remain after vendor area is closed. No vendor may dismantle their display until closing time on Saturday without permission from the Booth Chairman.
8. Vendor is also responsible for Sales Tax for the Irving, Texas area. You will be provided a Tax Schedule for State and Local taxes.

***Smoking is prohibited in public spaces***

***Children must be supervised at all times***

Thank you,

Jimmy Prescott — 2020 IPAT Booth Chairman