

EJOPA CONVENTION VENDOR REGISTRATION PACKET



THE RITZ-CARLTON®
AMELIA ISLAND

May 31- June 4, 2017

If you wish to register online for the convention please [Click Here](#).

If you prefer NOT to register online, this packet includes all of the registration forms and links needed that are form fillable from your computer.

Page 1 - Vendor Exhibitor Information

Page 2 - EJOPA Vendor Convention Registration Form
(If you choose not to register online)
(Please email, fax or mail direct to Bill Alberts)

Page 3 - EJOPA Vendor Convention Registration Form (Continued)
(Please email, fax or mail direct to Bill Alberts)

Page 4 - EJOPA Auction Donation Form or [Click Here](#) to Download the Form.
(Please email, fax or mail direct to Bill Alberts)

The Ritz Carlton Amelia Island Reservations:

Click [Here](#), for Online Reservations

Or

Call: 904-227-1100 (Use EJOPA for Special Room Rate)

FBO & Rental Car Information:

McGill Aviation (904) 261-7890

Please read and complete each registration form carefully

VENDOR EXHIBITORS INFORMATION

EJOPA Fly-In Convention

Wednesday, May 31st to Sunday, June 4th, The Ritz Carlton, Amelia Island, FL

GENERAL INFORMATION TO VENDOR EXHIBITORS:

This year's convention will be limited to 25 vendor booths. Please register as soon as possible to guarantee a booth.

All vendor shipping information will be emailed to your company's primary contact person approximately one month before the convention.

Vendor booth space and BOOTH NUMBERS will be assigned at the convention and NOT before, by EJOPA, based on vendor exhibit specifications, space availability, and the timely receipt of the Vendor Exhibit registration and fees. Space is limited, so don't delay !!!!

VENDOR EXHIBIT SPECIFICATIONS:

Each booth will be 8' deep by 10' wide and will include pipe & draping on three sides, 6' table with skirting, two chairs, wastebasket, and small sign. The exhibit area is carpeted.

All options for your booth, including any electrical needs, will be emailed to your companies primary contact person approximately one month before the convention.

VENDOR SET-UP AND BREAK-DOWN

VENDOR SET-UP will be Wednesday, May 31st, 2017, from 11:00 am until 5:00 pm.

No Vendor will be permitted to set up after 5:00 pm without special permission.

VENDOR BREAK-DOWN will be Saturday, June 3rd, 2017 from 1:00 pm until 4:00 pm. Time is short so be prepared in advance for a quick break-down. The Drayage company or Hotel staff will be on hand to assist with shipping. If you shipped common carrier you are responsible for setting up return shipping.

Bill Alberts, EJOPA convention coordinator, will be on hand during set-up and break-down of exhibits. Vendors are discouraged from dealing with the hotel directly without prior permission from EJOPA.

EXHIBIT HOURS

Vendors must exhibit during the entire convention. You will not be permitted to break down at anytime during the convention without special permission from EJOPA

Exhibit hours are as follows:	Thursday, June 1st	7:00 am - 3:30 pm
	Friday, June 2nd	7:00 am - 4:00 pm
	Saturday, June 3rd	7:00 am - 1:00 pm

VENDOR EXHIBITORS REGISTRATION

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ALL VENDORS, ADDITIONAL REP'S & GUESTS ATTENDING ARE REQUIRED TO PAY THE REGISTRATION FEE

VENDOR CONTACT INFORMATION - PLEASE PRINT

Company _____

Primary Contact Person Attending _____
(Please print your name as you want it to appear on your badge)

Address _____ City _____

State _____ Zip _____ Phone (_____) _____

E-Mail _____ N# if applicable _____

VENDOR FEE SCHEDULE:

*Coming, but not having a display - just checkmark the *No Booth-just Vendor Representatives or Guests Fee.*

Vendor Exhibit Fee is \$1399.00 & includes all convention meals for one person, plus your booth and specifications mentioned on Page 1. Additional Reps' or Guests' fees are \$699.00 each which includes all Convention meals.

Booth & One Rep @ \$1399.00 = \$ _____
After May 15th @ \$1499.00

Additional Vendor Representatives or Guests Fee @ \$699.00 each = \$ _____
After May 15th @ \$799.00 each

*No Booth-just Vendor Representatives or Guests Fee @ \$699.00 each = \$ _____
After May 15th @ \$799.00 each

Name: _____

Name: _____

Name: _____

Total Enclosed \$ _____

METHOD OF PAYMENT

Check enclosed (Make payable to EJOPA or Bill Alberts Consulting)

Visa Master Card Discover

Name on Card _____ Zip _____ Exp. date _____

Billing Street Address of card _____

City _____ State _____ Zip _____

Credit Card # _____ Expires _____ CVV _____

List Guest here: 1. _____ 2. _____
(Please print)

IMPORTANT REGARDING PAYMENT

IF paying by check - DO NOT FAX or EMAIL - mail both pages (2 & 3) with check

IF paying by credit card - mail, email or fax both pages.

Bill Alberts

P.O. Box 7452

Hilton Head, SC 29938

alberts46@gmail.com

Fax (866) 445-8171

HOTEL INFORMATION

This form is for Convention Registration & payment of convention fees only. Your accommodations at the hotel are your responsibility. Accommodations are not included in the convention fees.

To Register for the hotel please use the link on the cover of this packet or call the number provided on the cover of this packet

CONVENTION FEE AND CANCELLATION POLICY

Please registration for the Convention early as our planning depends on it!

The convention fee is \$699.00 per person, but after May 15, 2017, the fee will be \$799.00 per person with
NO EXCEPTIONS!

Cancellation Policy

(Until May 15, 2017 - 100% Refund) (After May 15, 2017 - NO Refunds)

EJOPA AUCTION DONATION FORM

IF DONATING AN ITEM PLEASE DESCRIBE _____

APPROXIMATE VALUE OF ITEM DONATED \$ _____

IF DONATING CASH PLEASE INSERT AMOUNT \$ _____
(Make check payable to EJOPA)

YOUR NAME _____

COMPANY NAME (IF APPLICABLE) _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL _____

PHONE (_____) _____ FAX (_____) _____

Please Fax or Email this sheet to Bill Alberts before May 22nd, 2017.

If you have any questions, please feel free to contact Bill.

E-mail alberts46@gmail.com

PHONE (843) 785-9358

Fax (866) 445-8171

Bill Alberts

P.O. Box 7452

Hilton Head, SC 29938

EJOPA THANKS YOU IN ADVANCE FOR YOUR SUPPORT