

Kansas Association of Chiefs of Police

2015 Spring Trade Show & Training Conference

May 11th – 14th
(Exhibit Activities: May 12th-13th)

Hilton Garden Inn Hotel

410 South 3rd St.

Manhattan, Kansas

Vendor Exhibit Space Request Form

If you are interested in exhibiting at the **2015 KACP Spring Trade Show**, please complete, sign and return this form to the mailing address or email address below. Enclose the Registration Fee by check payable to **KACP** or **you may pay online at www.kacp.cc**. Booth Space fee is \$500 for each 8'x10' space.

Contact KACP Director Doyle King with questions regarding special booth needs & related costs.

Exhibiting Company _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

E-mail Address (Important) _____

Website _____

Name & Description of Product _____

Names of attending representatives _____ Cell Phone: _____

Exhibit Activities Schedule:

<u>May 12</u>	7:30 AM – Noon	Exhibits Setup
	Noon – 1:00 PM	Exhibits Open w/ Exhibit Hall Lunch for attendees & vendors
	1:00 PM – 5:00 PM	Exhibits Open all afternoon without conflicting activities
	6:30 PM – 9:00 PM	Vendors' Reception & Play Money Auction
<u>May 13</u>	7:30 AM – 10:00 AM	Exhibits Tear Down

Electricity & Wireless Internet provided at no charge. Special needs: _____

Vendor Representatives are invited & encouraged to participate in all coffee break, meal & reception activities.

This request is for Exhibit Space at the 2015 Spring Trade Show. Side & back draping and 8' tables & chairs are provided as needed at no cost. The location and schedule are indicated above. The **Deadline for Vendor Registration is May 1st**. Due to space limitations, booths will be assigned on a first-come, first-served basis. Contact KACP Director Doyle King with any related questions at 316-733-7300 or kacp@cox.net.

By the signature below, these terms are accepted and agreed upon. It is further understood that KACP and the Hilton Garden Inn will do what is reasonable to protect exhibitors against loss or damage to display materials and products but do not expressly guarantee exhibitors against loss or damage of any kind.

Name _____ Title _____

Signature _____ Date _____