



Little Wars 2019 Combined Arms! April 25, 2018 – April 28, 2019 Vendor Agreement

The following important information has changed from previous HMGS-Midwest applications. Please read carefully, print out and complete this Vendor Agreement Form. Submit the completed forms along with full payment per the instructions at the end of this Vendor Agreement.

- See the **TERMS AND CONDITIONS** are included in the package for full details, but the following has also been reprinted here:
 - To be listed in the program as a vendor, your application and payment must be post marked, by 23 February, 2019. We will be working on a first come, first served basis.
 - Email confirmations will be sent upon receipt of the completed packet and payment.

Application:

Registration Information: *(Please Print Legibly)*

Contact Name: _____

Company Name:

Address:

City: _____ State: _____ Zip/Postal Code: _____

Phone: _____ Cell: _____

Email: _____

Web Site: _____

Booth Costs: **See included Vendor Hall Layouts PDF**

- Standard Booth: \$200.00
Note: Includes 2 tables (8' in length with width size 24"-30" based on supply from the rental company) and 2 chairs. Please let us know, how many tables and chairs you will be needing.
- Additional Standard Booth(s): \$200.00
Note: Same as above
- Standard Booth w/Demo Table: \$200.00
Note: Located in Lilac room only. Includes 1 table (8' in length with width size 24"-30" based on supply from the rental company) and 2 chairs. Additional 6' round table, 4 chairs, directly in front of booth, in an additional 10 x 10 space. Please let us know, how many tables and chairs you will be needing.
- Half Booth (Add-On only) \$100.00
Note: Includes 1 table (8' in length with width size 24"-30" based on supply from the rental company) and 1 chair. Please let us know, how many tables and chairs you will be needing.
- Additional Table and Chair Set \$25.00 per set
- Preferred Location Option:
Last year's vendors will get a first right of refusal on the booths they had in 2018. Note: Booths are allocated on a first come-first served basis. Postmark or Email Date/Time stamp will be used to determine the order of assignment. Payment is required to reserve your space. Every opportunity will be taken to ensure you get your requested location.

First Choices: Booths # _____

Second Choice: Booths # _____

Third Choice: Booths # _____

Booths/Tables Total Amount Due: \$ _____

Hotel Services:

- Electricity: \$70.00 weekend yes
- Wi-Fi \$50.00 weekend yes

Total Due from Hotel Services = \$ _____

Products:

For inclusion in the onsite Convention Program, and pre-convention advertising. Please list clearly the main products or services you will have available for sale. Please also let us know if you will be featuring any new products or special items at this convention.

Manufacturer of:

Distributor of:

Retailer of:

Other:

Badge Requests:

- Each Booth (Standard or Half) purchased includes two (2) complimentary badges. Each additional Booth purchased includes two (2) complimentary badges. Please print full name of all those handling sales, involved with setup or takedown at the There is a charge for badges over table limit (\$35 each).

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

8) _____

- Youth Badges: Please list full names of all children age of 14 or under who will have access to your space. *These badges are free and do not count toward your booth limit.*

1) _____

2) _____

- Additional Badges: I am requesting additional non-member badges @ \$35 per badge over table limit.

1) _____

2) _____

3) _____

4) _____

Total Due from Badges = \$ _____

Donations:

Would you like to donate to swag bag? (If not opting for an Advertising Package) This is the 2nd year for our Swag Bag and is given away free to attendees. What you donate and the quantity is up to you. We expect over 600 attendees to receive SWAG Bags.

YES _____ NO _____

Would you like to donate to the convention for contest prizes? (Best Table of the Day, Painting Contest)

YES _____ NO _____

If 'YES', what item(s) and what quantities will you donate:

Advertising: See included Advertising PDF

Subtotals from above –

Subtotal, Booths:	\$ _____
Subtotal, Additional Badges:	\$ _____
Subtotal, Hotel Services:	\$ _____
Subtotal, Advertising:	\$ _____
Total Amount Due:	\$ _____

Please sign that you have read and will comply with HMGS-Midwest, Vendors Terms and Conditions, for Little Wars 2019.

How to submit your application:

1. Online:

E-mail your completed forms to: kcabai@aol.com

Submit payment via credit card/debit card: <http://paypal.me/hmgsmidwest>

2. Mail:

Make your check out to: **HMGS – Midwest**

Send completed forms and checks to: **C/O Kevin Cabai
Vendor Manager
5551 N. Osceola Ave.
Chicago, IL 60656**

Please keep a copy of all forms for your records.

Questions? Please contact me at: **773 594 1301** kcabai@aol.com

Letters with your checks and forms must be postmarked no later than 23 February, 2019, please, to ensure your preferred place at the convention. Additional space will be filled after 23 February, 2019, if available but all signs and inquiries suggest the vendor