



THE PANAMA CANAL SOCIETY, INC.

CORPORATION NOT-FOR-PROFIT

To preserve American Ideals and Canal Zone Friendships

9001 Sunlake Blvd.,
Lutz, Florida 33558

(813) 949-6699

2019 Vendor Information and Instructions

1. Vendors' established business hours are as follows:

Wednesday,	July 3, 2019:	1:00 - 5:00 PM – SET-UP ONLY (No Sales)
Thursday,	July 4, 2019:	10:00 AM - 6:00 PM
Friday,	July 5, 2019:	1:00 PM - 6:00 PM
Saturday,	July 6, 2019:	10:00 AM - 6:00 PM
Sunday,	July 7, 2019:	9:00 AM – 12:00 Noon (Vendor Breakdown and limited sales)

2. A Vendor's Fee of \$100.00 per vendor table has been established by the Panama Canal Society Executive Board and is payable by check or credit card.
3. **There is a charge for electrical hook up for those vendors needing electrical power. If you need electrical hook up, you will need to contact the hotel directly to order electrical needs. The contact is Ania Branch at abranh@ges.com .**
4. Vendor permits and disclaimers will be issued on Wednesday, July 3, 2019 when Vendors check-in with the Vendor Chairpersons. Vendors will be assigned their space and **are not permitted to rearrange tables outside of their initial assigned space foot print.**
5. Vendor tables are only for the use of the approved Vendor and may NOT be shared or transferred. Approval will NOT be made for more than one additional Vendor at the same table. Vendors sharing a table without prior approval will be removed from the Vendor area and will forfeit their deposit.
6. Use of the Panama Canal Society logo on items for sale is not permitted.
7. Tables will only be reserved when a completed **Vendor Application** and **\$100.00 Vendor Fee** are received in the Society office. **Vendors must be a member in good standing of the Panama Canal Society for 2019 and must be registered for the 2019 reunion.** Initially only one table per vendor, approximately 30” W x 8’ L will be assigned. After the cut-off date of June 1, 2019, a second table may be assigned if space is available. The additional cost for an additional table will be \$50.00.
8. Until we are sure exactly how many vendors there will be, we cannot allow a second table to be reserved. If you are interested in obtaining a second table, please answer, "Yes" on your Vendor application. Do not send the additional \$50.00 at this time. The Society Office will contact you at a later date if a second table is available.

9. **NOTE: There will be no stapling, taping or mounting of any kind to the tables, wall or carpeted floor. Any damage to the linens, carpeting, walls or other hotel equipment will be the responsibility of the vendor and charges for said damage will be paid by the vendor.**
10. The Society is not responsible for storage of the Vendor's merchandise; however the Vendor room (Grand Ballroom 7) will be locked and Security will be stationed in the vendor room during non-operating hours.
11. Only Panama / Canal Zone related items are to be offered for sale.
12. *The DEADLINE for refunds is June 14, 2019. No refunds will be processed after this date.*
13. The price of merchandise will remain the same throughout the Reunion. There will be NO SALE PRICES during the last days.
14. Any questions concerning the Vendors may be directed to the Panama Canal Society office, by telephone at (813) 949-6699, or email at office@pancanalsociety.org

Thank you for your interest in being a vital part of our 2019 Reunion!

**Panama Canal Society
VENDOR APPLICATION**

Reunion 2019

9001 Sunlake Blvd.,
Lutz, Florida 33558

NAME _____

(Please Print Clearly – Use Black Ink Only)

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____

EMAIL _____

TYPES OF ITEMS FOR
SALE/EXHIBIT _____

I agree to donate a gift as a door prize for the Annual Business Meeting on July 5, 2019:

YES _____ NO _____

If available, I am interested in paying for an additional table (only one additional table can be requested), at a cost of \$50.00. **(Please do not send in payment for a second table until it is certain we will have second tables available.)**

YES _____ NO _____

- **VENDORS MUST ORDER AND PAY FOR ELECTRICAL INSTALLATION IF ELECTRICITY IS REQUIRED. (See Vendor Instructions)**
- **VENDOR TABLE MAY NOT BE SHARED WITHOUT PRIOR APPROVAL. VENDORS MAY NOT TRANSFER TABLE RESERVATION TO OTHER MEMBERS OR NON-MEMBERS.**
- **THE HOTEL DOES NOT ALLOW ATTACHING ANY ITEMS TO THE WALL. ANY DISPLAY PANELS OR SCREENS MUST BE FREE STANDING.**
- **ONLY PANAMA / CANAL ZONE RELATED ITEMS ARE TO OFFERED FOR SALE.**

CREDIT CARD NUMBER _____

VISA MASTERCARD (Circle One)

EXPIRATION DATE _____ TOTAL AMOUNT CHARGED \$ _____

VENDOR AUTHORIZED SIGNATURE _____

(Signature Required)

For Office Use Only

SEQUENCE NUMBER _____ CHECK NUMBER _____ AMOUNT RECEIVED \$ _____

LETTER POST MARK DATE _____ DATE APPLICATION RECEIVED IN OFFICE _____