

2024 VENDOR INFORMATION. INSTRUCTIONS AND APPLICATION

Please read the Vendor Information and Instructions carefully so that you follow the rules in place. You must sign and return the Information and Instruction letter with your application. Signature line is on page two of the Instructions. Your vendor package will be denied unless signed.





Exhibit A

THE PANAMA CANAL SOCIETY, INC.

CORPORATION NOT-FOR-PROFIT
To preserve American Ideals and Canal Zone Friendships

15131 Ogden Loop
Odessa, FL 33556

(813) 949-6699

office@pancanalsociety.org

2024 VENDOR INFORMATION AND INSTRUCTIONS

1. Vendors' established business hours are as follows:

- Wednesday, July 3, 2024 1:00 PM – 5:00 PM / Set-up ONLY (No Sales)
- Thursday, July 4, 2024 10:00 AM – 6:00 PM
- Friday, July 5, 2024 1:00 PM – 6:00 PM
- Saturday, July 6, 2024 10:00 AM – 6:00 PM
- Sunday, July 7, 2024 9:00 AM – 12:00 Noon (Vendor break-down and sales)

2. A Vendor Fee of \$100.00 includes **two** 6' L x 30" W tables established by the Panama Canal Society Executive Board and is payable by check or credit card.

There is a charge for electrical hook up for those vendors needing electric power. If you need electric hook up, you will need to contact the hotel directly. The contact is, Jake Carr at 407-996-2239 or Jacob.carr@encoreglobal.com or Vendor permits and disclaimers will be issued upon your arrival to the vendor area and check-in with the Vendor-Chairpersons. You will be assigned your table number/space. **You are not permitted to rearrange tables outside of your space.**

3. Vendor tables are only for the use of the approved Vendor and **may not** be transferred. Shared tables must be pre-approved and will be limited to one other vendor at the same table. Note: Vendors found to be sharing a table without prior approval will be removed from the Vendor area and will forfeit their fee.
4. Use of the Panama Canal Society logo or wording of Panama Canal Society is trademarked and use by Vendors on sale items is **not permitted.**
5. Table/space will only be reserved when a completed and signed Vendor Instruction Form, Vendor Application and \$100.00 Vendor Fee is received by the Society Office. Vendors must be a **current** member of the Panama Canal Society in good standing and must also be registered for the Annual Reunion.

Note: You may request **one** additional 6' x 30" table for \$50.00 that will be considered after the deadline if space is available. If you are interested in the additional table indicate "YES" on your Vendor Registration Form. DO NOT SEND THE ADDITIONAL \$50.00; the Society Office will contact you at a later date if the request is approved. **This will allow you three 6' x 30" tables total. NO MORE THAN THREE TABLES PER SPACE.**

6. **NOTE: There will be no stapling, taping or mounting of any kind to the tables, table cloths, 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.**
7. The Society is not responsible for storage of the Vendor's merchandise; however the Vendor room (Panzacola G) will be locked and Security will be stationed in the vendor room during non-operating hours.
8. Only Panama / Canal Zone related items are to be offered for sale.
9. ***The DEADLINE for the Vendor Application submission is May 31, 2024.***
10. ***The DEADLINE for refunds is June 15, 2024. No refunds will be processed after this date.***
11. The price of merchandise will remain the same throughout the Reunion. There will be NO SALE PRICES during the last days.
12. Vendors are not to donate items from anyone soliciting for donations such as class reunions looking for door prizes.
13. **PARKING NOTE: The Shingle Creek Resort is a parking fee hotel. Attendees to the 2024 Reunion staying at the Shingle Creek Resort do not have to pay parking fees. Those not staying at the resort will have to pay a parking fee of \$28.00 + tax per day. In the past, the Society was able to get parking passes at other hotels so that vendors not staying on property could park free. This will not happen at this hotel, so plan accordingly to pay the \$25.00 + tax per day parking fee.**
14. **Vendors will be permitted to enter the vendor room 30 minutes before opening to set up and not before that 30 minutes. Entry into the vendor room only with a Panama Canal Society vendor committee member. No vendor will enter on their own,**
15. **Vendor area must be clean prior to leaving on Sunday. No exceptions. Vendors leaving trash behind will be fined by the hotel.**
16. 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 2024 Reunion!

I _____ have read the information above and agree with all and will
Printed Name
 abide by all.

 Signature of Vendor

**Panama Canal Society
VENDOR APPLICATION**

Reunion 2024
15131 Ogden Loop
Odessa, FL 33556

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, 2024:

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 additional 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, TABLES, OR TABLE CLOTH. ANY DISPLAY PANELS OR SCREENS MUST BE FREE STANDING.
- ONLY PANAMA / CANAL ZONE RELATED ITEMS ARE TO OFFERED FOR SALE.
- A PARKING FEE OF \$28.00 + TAX PER DAY WILL BE PAID BY VENDORS NOT STAYING AT THE ROSEN SHINGLE CREEK RESORT. THERE ARE NO EXCEPTIONS OR WAIVERS.

CREDIT CARD NUMBER _____

VISA MASTERCARD (Circle One)

EXPIRATION DATE _____ CVV# _____ 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 _____