****

**Convention & Trade Show**

**Tucson, Arizona**

**November 29 – December 2, 2022**

***Trade Show Vendor Invitation***

The AHPA annual Convention & Trade Show will soon be here! We would like to extend an invitation to display your company’s merchandise at the AHPA’s trade show.

The trade show will be held November 29 – December 2, 2022 in Tucson, Arizona. The convention site is:

**Westin La Paloma Resort & Spa
3800 East Sunrise Drive
Tucson, Arizona
85718**

Room reservations for the hotel can be made online from our website: [http://www.ahpanet.com](http://www.ahpanet.com/)

If you need exhibitor services from the hotel or will ship items to the hotel for the show you will need to fill out the Payment Form for Exhibit Amenities, Electrical, and Shipping Services (pages 4 & 5) ***and send the form with payment to the hotel.***

Set up for the Trade Show will be from 8:00am to 4:00pm on Tuesday, November 29, 2022. The Welcome Reception will be the unofficial opening of the Trade Show and will begin that night at 6:30pm, please have your tables ready. The trade show will officially start Wednesday, November 30 at 8:00 am and will end Friday, December 2 at 4:00 pm.

The table rate is $350.00 per table for the week. You may have as many tables as you would like. Please return the following order form (page 3)to me by **October 15, 2022,** or you may register online with our secured checkout at <https://www.ahpanet.com/vendors-2022-ahpa-trade-show>. Limited space is available, please have your application to me early to ensure that you will have a table at the trade show.

Full conference registration is complimentary for two people per table.

We have opportunities for sponsorships! They are on a first come first served basis, and payment must be received to reserve the sponsorships. *The Order Form is due by* ***October 15, 2022****. Late arrivals for sponsorships will be accepted but are not guaranteed to be on posters or in the program guide.*

***Thank you for participating. It is your participation that makes the AHPA convention so great! We’ll see you in Tucson at the trade show!***

Cassie Cox

Executive Secretary, AHPA

PO Box 435
Mendon, UT 84325

Office 281-900-9740

Email: cassie@ahpanet.com

**Sponsorship and Other Vendor Opportunities**

These are great opportunities to promote your business!

Your company logos will be on signs displayed at the convention and throughout the week, your company will be highlighted as a sponsor of an event, your company name will be listed in the program guide as a sponsor, and your name tags will have a Convention Sponsor ribbon.

**You do not have to be a vendor to be a sponsor, place an ad, or contribute to the goody bag and auction.***Please fill out the “Vendor Order Form” and send to Cassie by October 15, 2022. Late arrivals for sponsorships are not guaranteed to be on posters or in the program guide*

**Convention Sponsor**

Platinum…..$5,000 +

 *\*Includes 2 vendor tables and two banquet or activity tickets\**

Gold………..$2,000 - $4,999

 \**Includes 1 vendor table\**

Silver………$1,000 - $1,999

Bronze…….$500 - $999

**Coffee Break Sponsor**………………………………….$1,000

 Vendor will sponsor a coffee break and may speak for 15 minutes during their coffee break (if they choose to) \*limited to 8 vendors\*

**Sponsor a luncheon or Happy Hour**, please contact Cassie to make arrangements, 281-900-9740 or cassie@ahpanet.com

**Convention Program Guide**

We have a Convention Schedule Program Guide and are offering advertising spots. This booklet will be inside every registration packet that attendees receive. The booklet is in full color. Advertising rates and sizes are listed below. Please send your advertisement to Cassie at cassie@ahpanet.com. Deadline is **October 15, 2022**. Please fill out the Order Form for desired size and pricing. \*\*LIMITED SPACE IS AVAILABLE\*\*

Full page- 5 ½” x 8 ½”..…….….$250.00

Half page-5 ½” x 4”…………….$150.00

1/3 page-5 ½” x 2 ¾”…………..$100.00

¼ page-2” x 2”……….……..…..$75.00

**Convention “Goody Bag” Items**

Every year we hand out “goody bags” to the convention attendees. You can have any inserts, flyers, brochures, pens, notepads, key chains, or anything else you would like to promote! This is a great way to advertise your business. There is no charge, just send your item to the hotel. *You will need to provide the material you would like in the bag and ship to the hotel, attn: Cassie/AHPA. See shipping instructions page 5.* \*Do not ship to the AHPA office\*

**Donate to our Auction**

We also have a Banquet and Auction on Friday night. Our members enjoy a nice dinner and have a lot of fun with the auction after! This would also be a great way to advertise your business. You could provide items from your company that beekeepers need or provide gift certificates for them to use.

Contact Cassie for more information about any of the sponsorships: cassie@ahpanet.com or 281-900-9740

**AHPA 2022 Trade Show
Vendor Order Form**

**Contact Information (please print):**

Company: Company Website:

Primary Contact Name:

Mailing Address:

City: State: Zip: Country:

Phone Number: Email Address:

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Items or information to be displayed:

Names for badges at trade show (two people per table). Please use back of form if needed. Convention registration is included for two people per table

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| --- | --- | --- | --- | --- | --- |
|   |   |   |   | **How many?** |  **Total**  |
| **Table Top Booth** |  |  | $350.00  | # | $ |
| **Program Guide Ads** |  |   |   |   |   |
| Full-page |   | 5 ½” x 8 ½” | $250.00  |   | $ |
| Half page |   | 5” x 4” | $150.00  |   | $ |
| Third page |   | 5” x 2 ½” | $100.00  |   | $ |
| Quarter page |   | 2 ½” x 4”  | $75.00  |   | $ |
| **Sponsorships** |  |   |   |   |   |
| Convention Sponsor |   |   |   |   | $ |
| Platinum  |   | $5000 +  | $ |
| Gold |   | $2000 - $4999 | $ |
| Silver |   | $1000 - $1999 | $ |
| Bronze |   | $500 - $999 | $ |
| Coffee Break Sponsor |   | $1,000  |   |   | $ |
|   |   |  |  **TOTAL:**  |  |   |

**Payment Information:**
□ Check □ Credit Card (Visa, MasterCard, or American Express)

Card #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Exp. Date \_\_\_\_\_/\_\_\_\_\_CV#\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 

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| --- | --- | --- |
| Signature is confirmation of commitment to sponsor/exhibit at the 2022 American Honey Producers Association Annual Conference and Trade Show, Nov 29 – Dec3, 2022. I have read this agreement and I am authorized by my company to make this commitment. |  | **Return this order form to:** [**cassie@ahpanet.com**](file:///C%3A%5CUsers%5CUser%5CDesktop%5C2020%20Convention%5CVendors%5CVendor%20Packet%5Ccassie%40ahpanet.com) **or** |
|  | **Cassie Cox/AHPA** |
|  | **PO Box 435** |
|  | **Mendon, UT 84325** |

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***Send this form to the Weston La Paloma Resort***

**Shipping & Receiving**

Package Center processing fee is 59 cents per pound for all packages received and destined for your conference.  An itemized statement detailing the number of packages received, carrier name, total weight, and the processing fee is provided daily for your review.  The processing fee includes the storage of packages up to seven (7) calendar days before your events.  Packages stored for eight (8) calendar days or more will be assessed an additional processing fee of 25 cents per pound, per day.  All charges are posted to the Group Master Account.  La Paloma does not provide “second-party” billing; the actual sender of the package is not invoiced.  Only the Master Account is invoiced for all convention packages received.  It is your responsibility to recover processing fees from your convention participants if you desire.  The information provided on the daily package manifest and processing invoice will assist you with this option.

The Package Center will process your out-going packages.  Packages must be properly wrapped and addressed for shipment before any processing by the Package Center.

Shipping/handling fees are the responsibility of the sender.  You may charge the shipping/handling fees to your Master Account if so authorized, or use your commercial carrier accounts.

Individuals who are not authorized signatures for the Master Account may add the shipping/handling fees to their room account before checkout.  Additionally, we accept major credit cards or cash.  A $5 per package handling charge will be applied to all packages not paid by the Master Account.  Carrier services can be arranged with Federal Express or United Parcel Services.

Please contact

JILL MILLER

Convention Services Manager

jill.miller@westinlapaloma.com

520.577-5835

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