

How to reserve a Vendor Table at OrangeCon

Tables for the Vendor Faire at OrangeCon are 30" x 72" and undraped. Electrical connections are limited. Please mark on your Vendor Table Reservation if you need power.

Before and on August 30, tables are \$60 each. On and after September 1, tables are \$70 each.

Besides payment, each vendor is required to read, understand and sign a contract in order to reserve a table. This contract is downloadable on the IPMS website (www.ipmsoc.org). Also a current BOE Form 410d must be submitted with the signed contract and payment. How to obtain and fill a 410d out is also on the website.

Once we have received the payment, contract and BOE form, your table(s) will be reserved for you. Information you will need for the day of the show will then be sent to you.

Disclaimer: In light of the current pandemic situation, please be aware that neither IPMS/USA, nor its Chapter, are liable for any potential transmission of illnesses. Those planning to attend or exhibit at this event should a.) follow existing safe social distancing recommendations and b.) abide by any local or state regulations regarding gatherings.

There are two ways you can reserve a Vendor's table(s) at OrangeCon.

Online:

1. Go to our website, www.ipmsoc.org
2. Click on the OrangeCon Tab, click on the Vendor Info Tab and read How to Reserve a Vendor Table.
3. Click on the Vendor Forms Tab. Open the Vendor Reservation Form: Read, complete and pay using the online form.
4. Open the Vendor Contract; Read, print and complete the form.
 - a. Print an extra copy for yourself.
5. Open the BOE (Board of Equalization) Form 410-d: Read, complete and print the form.
 - a. Print an extra copy for yourself.
6. Once you receive an email response that your table payment has been received, email the Contract and the BOE form to ocipmstreasurer@gmail.com.
7. You will be emailed a verification that a table (or more) is being held for you.
 - a. Further information such as how to get to the Hotel Fullerton and unloading and set up procedures will be emailed to you.

By Mail:

1. Use the printed Reservation form on the OrangeCon flyer
2. Mail the Reservation form and your payment check or money order to IPMS/OC, PO Box 913, Garden Grove, CA 92842.
3. A copy of the Contract and the Board of Equalization Form 410d will be emailed to you. If you checked the mail only box on the Reservation Form, they will be mailed to you.

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4. Email or mail a signed copy of the Contract and BOE form. If you do not return these items by one (1) week before OrangeCon, your table will not be held for you.
 - a. Email documents to ocipmstreasurer@gmail.com
 - b. Mail the documents to the IPMS/OC PO Box.
5. You will be mailed or emailed that your reservation has been established.
 - a. Further information such as how to get to the Hotel Fullerton Anaheim will also be emailed or mailed to you.

If you have any further questions, please contact Michael Bare at ocipmstreasurer@gmail.com