



THE PANAMA CANAL SOCIETY, INC.

CORPORATION NOT-FOR-PROFIT

To preserve American Ideals and Canal Zone Friendships

P.O. Box 910
Odessa, FL 33556

(727) 372-1800

2015 Vendor Information

1. Vendors' established business hours are as follows:

Wednesday, July 1, 2015: 1:00 - 5:00 PM – SET-UP ONLY (No Sales)
Thursday, July 2, 2015: 9:00 AM - 7:00 PM
Friday, July 3, 2015: 1:00 PM - 6:00 PM
Saturday, July 4, 2015: 9:00 AM - 6:00 PM
Sunday, July 5, 2015: 9:00 AM – 12:00 Noon

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 Cindy Hughes at chughes@PSAV.COM.**
4. Vendor permits and disclaimers will be issued on Wednesday, July 1, 2015 when Vendors check-in with the Vendor Chairperson. Vendors will be assigned their space and are not permitted to rearrange tables.
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 2015 and must be registered for the 2015 reunion.** Initially only one table per vendor, approximately 30" W x 8' L will be assigned. After the cut-off date of May 15, 2015, a third 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. The Society is not responsible for storage of the Vendor's merchandise; however the Vendor room (Gatlin Ballroom B) will be locked and checked by hotel Security during non-operating hours.
10. Only Panama / Canal Zone related items are to be offered for sale.

11. *The DEADLINE for receiving Vendor Applications and refunds is May 15, 2015. No applications or refunds will be processed after this date.*
12. The price of merchandise will remain the same throughout the Reunion. There will be NO SALE PRICES during the last days.
13. Any questions concerning the Vendors may be directed to the Panama Canal Society office, by telephone at (727) 372-1800, or email at office@pancanalsociety.org

Thank you for your interest in being a vital part of our 2015 Reunion!

**Panama Canal Society
VENDOR APPLICATION**

Reunion 2015

P.O. Box 910
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 3, 2015:

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 be 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 _____