



## BREAKING DOWN BARRIERS

*Honoring and Promoting Women in Public Service*

HAMPTON DIVISION OF FIRE & RESCUE  
22 Lincoln Street | 6<sup>th</sup> Floor | Hampton VA 23669

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### Vendor/Exhibitor Registration

#### 11th Annual WIPS Conference

*“People, Purpose & Passion: Partners in Progress”*

September 19 & 20, 2019  
Hampton, Virginia

Supporting WIPS 2019 as a vendor or exhibitor provides quality exposure for you and your company while helping to create an unprecedented learning opportunity for attendees.

The Women in Public Service Conference has been hosted annually for the past 10 years by the fire department in its founding city, Portsmouth Fire, Emergency and Medical Services. The conference audience is public service personnel at all levels, men, and women, civilian and uniformed personnel. The conference honors and promotes women in public service, and addresses many of the challenges faced by women while providing real-world solutions.

Not familiar with the Women in Public Service Conference, check out our Facebook page, [www.facebook.com/WIPSConference](http://www.facebook.com/WIPSConference).

As a part of the WIPS Conference, you may be photographed or recorded on audio or video for the purpose of promoting future conferences. Your attendance at this event implies your consent of same.

Upon arrival at the event site, vendors should check in with event staff at the registration desk to be directed to your assigned table. **Each vendor must provide one item for doorprize/raffle.**

**Vendor Move in/Move Out:** The hours designated for vendor move in are 7:45 am to 9:00 am. All vendors/exhibitors should be prepared to receive attendees by 9:00 am. Vendor must remain in place until 5:30 pm. Any exception to move in/out times must be approved in advance.

**Storage:** On site storage will be provided; however, WIPS is not liable for any loss or damage to your items. You are responsible for your property throughout the event.

**VENDOR RATE: \$150**

**EXHIBITOR RATE: \$75**

Your fee covers: free parking, first come, first serve; 1-8 ft. draped table with 2 chairs (no side or backdrop); and lunch for one person for both days. Electricity is an additional \$75. Please complete and return this form with your check, or register and pay online at [www.hampton.gov/WIPS](http://www.hampton.gov/WIPS) . If you have questions, contact us at [WIPSInfo@hampton.gov](mailto:WIPSInfo@hampton.gov).

**Payment Deadline: MONDAY, AUGUST 19, 2019**



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**Vendor/Exhibitor Registration**

I wish to support WIPS 2019 as a  Vendor  Exhibitor

Business/Company Name: \_\_\_\_\_

Contact Name (s): \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**A Business License is Required.** License #: \_\_\_\_\_ City: \_\_\_\_\_

List the types of items to be sold or exhibited: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Electrical Outlet Required  YES  NO If yes, there is an additional \$75 fee.

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**No Refunds After Friday, August 30, 2019**

Signature: \_\_\_\_\_

Check/money order should be made payable to **City of Hampton – WIPS** and mailed to,  
Regina Duncan  
c/o Hampton Fire & Rescue  
22 Lincoln Street  
Hampton VA 23669