



# Vendor Application

**Scalefest 2025**  
**Saturday**  
**May 24, 2024**  
**Grapevine**  
**Convention Center**  
**1209 S. Main St.**  
**Grapevine, TX 76051**

The regional modeling community and members of IPMS-North Central Texas welcome you to this year's Scalefest which returns to a familiar venue. Please use this form to reserve your tables, sponsor trophy packages, and donate door prizes. Upon completion, please forward your form with payment to:

**Scalefest**  
**c/o Randy Spurr**  
**P.O. Box 445**  
**Newark, TX 76071**

**Notes:**

- 1.) Deadline for receipt of Vendor forms/fees is Saturday, May 10, 2025.
- 2.) Vendor set-up will be from 6:00 a.m. to 9:00 a.m.
- 3.) Table sizes are 8' x 30".
- 4.) **If paying by check, please make payable to IPMS/North Central Texas.**
- 5.) Please let us know how we can further assist you. Contact us at: [scalefest@gmail.com](mailto:scalefest@gmail.com) by e-mail, postal mail to the above address.
- 6.) Cancellation/refund policy. We recognize that unforeseen events may force you to cancel your participation after you have sent in your table reservation fee. A full refund will be given for cancellations received on or before May 10, 2025; after that date, no refund will be given.
- 7.) **HEALTH POLICY:** All attendees will be required to abide by the City of Grapevine and the Grapevine Convention center policies regarding masking in force at the time of the event.

See you at Scalefest!  
Randy Spurr, Vendor Coordinator

**I. Registration:**

Company Name or Chapter: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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**II. Table Reservations:**

1.) Total Number of Table(s), 8' x 30", @ \$50.00\* each x \_\_\_\_\_: \$ \_\_\_\_\_

2.) Electrical Power @ \$25.00: \$ \_\_\_\_\_

*If electrical power is required, vendor must supply own extension cord of 3-wire grounded type (per Fire Marshall).*

Total: \$ \_\_\_\_\_

**NOTE: THE FLOOR PLAN IS SET AND APPROVED BY THE FIRE MARSHALL AND CANNOT BE ALTERED.**

\* DUE TO HIGHER FEES FROM THE VENUE IT WAS NECESSARY TO INCREASE THE COST OF THE TABLES. *Tables will be assigned on a first-come, first-serve basis. To ensure a good table location, return this table registration and your payment early.*

**If paying by check, please make payable to IPMS/North Central Texas.**

**Trophy Sponsorship (free with six tables or more)**

Category Desired: \_\_\_\_\_

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**III. Name tags for you and your staff: (LIMIT OF 3, please). Name tags will be released only to the purchaser of the tables. Please PRINT names CLEARLY.**

1.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

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**IV. Trophy Sponsorship:**

- 1.) First Trophy Sponsorship @ \$35.00 \$ \_\_\_\_\_
- 2.) Additional Trophy Sponsorships @ \$25.00 each \$ \_\_\_\_\_
- 3.) Total Trophy Sponsorship Fees \$ \_\_\_\_\_

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**V. Door Prizes:**

We appreciate all donations for the door prize raffle during the show. It helps bring in members, keeps them in the show hall with the vendors, and advertises YOU! We always include our sponsors' names on the door prize, and you may attach one of your business cards to the door prize if so desired.

Thanks for your attention and let's have a great show!

~ Randy Spurr & Mark L. Wilson

**scalefest@gmail.com**

## Vendor Set-Up Instructions

**When:**

**Saturday, May 24, 2025, 6 a.m.**

**Where:**

**Grapevine Convention Center**

**1209 S. Main St.**

**Grapevine, TX 76051**

The loading dock is located on the east side of the building, and the doors will open at 6:00 a.m. for set-up. If you have a large truck or trailer, once you have unloaded please move to an appropriate parking space on the EAST side of the building. Once you and your assistants have checked-in with the Vendor Liaison, please place your badges on. ***Access during set-up time will be limited to only those wearing wrist bands.*** The rear doors will close at 9:00 a.m. when the show opens to the public.

Thank you for your help. We look forward to seeing all of you and hope you all have a good show.

Randy Spurr  
Vendor Coordinator