

# EXHIBITOR PACKET

#### Are you looking for greater exposure for your company?

**This is a unique opportunity for you to promote your services.**

* Reach parents, family members, individuals and professionals connected to special needs and services.
* Showcase your products and meet hundreds of attendees face to face.
* Receive a professional table display in visible and high-traffic location.
* Have information shared with each participant through the Exhibitor Listing provided in conference packets.

**Exhibitor Packages**

**Nonprofit: $50 single day**

 **$100 two day**

* A nonprofit exhibitor is defined as an organization exhibiting to promote“free”services for individuals with disabilities.
* The table-top display space is 6’x 8’equipped with one 8’skirted / covered display table and one chair
* Lunch provided to one exhibitor

**For Profit: $150 single day**

 **$250 two day**

* The table-top display space is 6’x 8’equipped with one 8’skirted/covered display table and one chair.
* Lunch provided to one exhibitor

**“In the Bag” Exhibitor: $ 40**

Get your message in front of all attendees by providing a brochure or print promotional piece to be included in attendee pack- ets. Exhibitor must provide 300 copies no later than 7 days prior to conference start date.

***Plan ahead.***

**Additional exhibitor opportunities available this year.**

**Pine Grove Autism Conference: Columbia (March 31, 2017) SC Down Syndrome Conference: Columbia (November)**

*Specific dates to be announced soon, pending location confirmation.*

###### **PLEASE NOTE:** Lunch is provided. Additional lunches can be provided for an additional $10 fee / person.

Exhibit Booth Assignments: Exhibit booth numbers are assigned by Family Connection on a first-come, first served basis once payment is received. Don’t wait. Register today! **The deadline to send the completed application with payment is January 18, 2017.** Space availability may be exhausted before that date.

###### Cancellations: Requests to cancel Exhibit Space Reservation with a refund must be received in writing by January 20, 2017 and will have a $25 administration fee deducted. Cancellations after January 20, 2017 will not be refunded.

**EXHIBITOR APPLICATION**

COMPANY/AGENCY NAME AS IT SHOULD APPEAR ON PRINTED MATERIALS

CONTACT NAME TITLE

ADDRESS

CITY STATE ZIP

PHONE WEBSITE

EMAIL

EXHIBITOR PACKAGE ADDITIONAL LUNCHES TOTAL DUE

Please provide a brief description of your organization / company:

###### I apply and agree to terms for being an Exhibitor at this Conference. I have read and agree to the information outlined in this document.

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AUTHORIZED SIGNATURE DATE

***Please return this completed form to Suzanne Wingard a******t Swingard@familyconnectionsc.org.*** ***Family Connection of South Carolina, 1800 St. Julian Place, Suite 104, Columbia, SC 29204 Questions? Contact Suzanne at (803) 451-6193.***

**Connect**

Suzanne Wingard FamilyConnectionSC.org 1800 Saint Julian Place Suite 104

Columbia, SC 29204

803.451.6193

866.420.4082 fax

**EXHIBITOR GUIDELINES**

Payment and Refund Policy: The Exhibitor shall pay the total fee as indicated on the Exhibitor and Sponsor Application in advance of the conference. Send completed application/contract with payment by the **January 18, 2017** deadline. Requests to cancel Exhibit Space Reservation with a refund must be received in writing by **January 20, 2017** and will have a $25 administration fee deducted. Cancellations after **January 20, 2017** will not be refunded. In the event that the conference and exhibits are canceled, the lease of space will be terminated with each Exhibitor. In this instance Family Connection will determine an equitable basis for the refund of such portion of the exhibit fees, after due consideration of expenditures and commitments.

Exhibit Tables: The tables will be covered. The exhibit rental fee includes one chair, but not individual waste receptacles or other amenities. Exhibit Load-In/Load Out: Exhibit unloading and loading is done through the main doors of the First Baptist Church of Lexington Santuary.

Table Assignments: Family Connection makes the final determination of all table assignments in the best interest of the conference exhibitors.

Installation and Removal: Exhibits must be set up between 7:30-8 a.m. on Thursday, January 26, 2017. Exhibits must be dismantled by 4:30 p.m. on Friday, January 27, 2017.

Sales: Family Connection will allow direct over-the counter sales with prior approval. All sales tax and other financial and legal aspects are the responsibility of the Exhibitor. Please contact Suzanne Wingard for authorization.

Booth Activities: The use of televisions, movies, slides, microphones, recordings or other audiovisual equipment is permissible; however, the sound volume of any such devices must not exceed that of normal conversation or be objectionable to neighboring Exhibitors. The Exhibitor must agree to discontinue use of any such devices if the sound level is deemed objectionable to other Exhibitors.

Photographs: Family Connection uses photography for publicity purposes and will be taking photographs in the exhibit hall. These photographs may appear without compensation in publications, online or in other printed or electronic materials related to the role and function of the organization. Exhibitors agree to be included in these photographs. Requests for exclusion are to be directed to the photographer.

Security and Liability: Family Connection will not be responsible for any loss, damage, injury or theft that may occur to the Exhibitor’s employees, representatives or property from any cause whatsoever. Upon signing this contract, the Exhibitor expressly releases Family Connection and First Baptist Church of Lexington from and agrees to indemnify same against any and all claims for loss, damage or injury. The Exhibitor assumes sole responsibility for any and all bodily and personal injury and damage to property that may be sustained in connection with the Conference. Any damage is the responsibility of the Exhibitor. If the Exhibitor does not show for the event, the Exhibitor will nevertheless be responsible for booth rent and no refund will be made. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability.

Care of Building and Equipment: In the event that an Exhibitor is responsible for damage to the building complex where the exhibition is held or the exhibit table(s) or contents therein, the Exhibitor is liable to the owner of the damaged property.

Incidental Costs: Exhibitors agree that the cost of transporting and handling exhibit material/equipment, as well as the installation and removal of exhibits and other costs associated with the exhibit and its operation, are the sole responsibility of the Exhibitor and are not included in the exhibit table rental fee. Exhibitors agree to pay the appropriate party(ies) — whether it be the host institution, outside contractors, or suppliers, etc. — for these services. All incidental costs shall be the responsibility of the Exhibitor.

Agreement to Conditions of Exhibitor Guidelines and Regulations: The Exhibitor agrees to abide by the Exhibitor Guidelines and Regulations and by such additional Conditions made by Family Connection from time to time for the efficient or safe operation of the Conference. In addition, Family Connection holds the right to close an exhibit and withdraw its acceptance of this application. There is no other agreement or warranty between the Exhibitor and Family Connection except as set forth in this document.

Matters Not Covered: Family Connection will rule on any matters pertaining to the Conference, whether expressly stated in these Guidelines and Regulations or not, and all such rulings will be binding upon both Family Connection and the Exhibitor.