

Family Resource and Youth Services Centers



EXHIBITOR SHOWCASE GUIDE

FRYSC Annual Victory Over Violence Conference

July 8-9, 2013, Louisville Marriott Downtown

The Exhibitor Showcase Guide is designed to assist you in planning for a successful and rewarding opportunity to be a part of the 2013 Victory Over Violence (VOV) Conference. The guide includes the application, rules and regulations which constitute the entire agreement between the parties and becomes the contract upon acceptance by the VOV Planning Committee. **Please read all information carefully.**

Location

Exhibits will be located on the 2nd floor of the Louisville Marriott Downtown. Lodging rooms are available at a discounted rate, starting at \$98 per night. For more information or to make a reservation, call the hotel at (800) 266-9432 and mention the Victory Over Violence room block.

Exposure to Decision Makers

Your company has the opportunity to meet with and market your product or service to Family Resource and Youth Services Center staff from across the Commonwealth of Kentucky. We expect over 600 conference attendees.

Space Agreement

The booth space rented is to be used solely by you, and your name must appear on the application and contract for exhibit space. It is agreed that you will not sublet any portion of that space without the written consent of the VOV Planning Committee. You are entirely responsible for the booth space rented and have sole responsibility for repair and maintenance of the booth rented including the sole responsibility of keeping the booth space free from any condition that might be dangerous to persons entering the premises.

Complimentary Registration

Each exhibiting company is allotted one complimentary conference registration which permits entrance to all VOV sessions, receptions and meal events. Complimentary name badges are provided to each staff member exhibiting.

Location Assignment

Exhibit location assignments are solely at the discretion of the VOV Planning Committee. The Committee considers exhibitors' requests along with the date the contract was received and electrical and data line needs. The Committee reserves the right to change location assignments at any time, as it may deem necessary. Once the contract is executed and a space assignment issued, the Committee sends written confirmation. Your exhibit space will be labeled upon arrival at the conference.

Shipping and Storage

If you ship by mail, motor freight, parcel post or your own transportation, please note that shipments delivered directly to the hotel will be accepted any sooner than two days prior to the conference, and **an additional fee may apply** to the hotel. Please contact Katie Morris by email at katie.morris@ky.gov for specific shipping information.

Exhibit Hours:

Monday, July 8 8 a.m.–4:30 p.m.

Tuesday, July 9 8 a.m.–2 p.m.

Set Up and Tear Down

Exhibitors may begin to set up at 6 a.m. on Monday, July 8. The exhibit must be staffed constantly until your equipment, products, displays, etc., are crated and sealed or are officially turned over to your shipper for removal. All exhibit materials must be packed and removed from the exhibit area by 6 p.m. on Tuesday, July 9.

Insurance and Liability

It is recommended that you obtain adequate insurance coverage, at your expense, for possible property loss, damage or liability for personal injury and property damage that may occur during move-in, show days or move-out. You agree to indemnify and hold harmless the VOV Planning Committee, FRYSCky Inc., Division of Family Resource & Youth Services Centers and Louisville Marriott Downtown.

The contract is irrevocable and becomes effective when the contract is signed. In the event of fire, labor strikes or any other event beyond the control of either party, this agreement is not binding. You agree to comply with all Federal and State Intellectual Property Laws governing the sale of all goods and services.

Security

Neither the VOV Planning Committee, FRYSCky Inc., the Division of Family Resource & Youth Services Centers, nor the Louisville Marriott Downtown is responsible for any loss, theft or damage that may occur to your products from any cause whatsoever or from injuries that may occur to you or your employees. There is no designated security provided for this area other than regular hotel security.

Payment

Payment in full is required with your signed contract to reserve your exhibit space. Telephone requests will not secure or hold space.

Cancellation

All cancellations must be submitted in writing to FRYSCky, Inc. prior to June 1, 2013. All refunds will be less a \$100 handling fee. No refund will be made after June 28, 2013. Any cancelled space or sponsorship may be resold or reassigned at the discretion of FRYSCky, Inc. or the VOV Planning Committee.

Contact Information

Katie Morris, Exhibit Coordinator
275 E. Main St, 3C-G, Frankfort, KY 40621
Phone: (502) 564-4986, ext. 3833
Fax: (502) 564-6108
katie.morris@ky.gov

Mary Spalding Hepditch, Senior Event Manager
Louisville Marriott Downtown
(502) 671-4245

EXHIBITOR CONTRACT

2013 Victory Over Violence Conference

Exhibitor Contact Information

Company* Name: _____

**As it should appear in the conference materials and signage.*

Authorized Company Representative: _____

Job Title: _____

Mailing Address: _____

City, State and Zip Code: _____

Phone: _____ Fax: _____

Email: _____

On-Site Contact Name: _____

Mobile Phone: _____ Email: _____

Other exhibiting staff (for name badges): _____

Exhibit Options

Fees include one skirted table and two chairs, one complimentary conference registration and listing in the event program. Approval of exhibits, sponsors and/or donations is at the sole discretion of the VOV Planning Committee.

- \$399 – Corporate Exhibitor
- \$199 – Nonprofit Exhibitor
- \$0 – Paid Sponsor (Contribution of \$2,000 or more.)
Company logo will appear in event program and on promotional items, in addition to the above inclusions.

Exhibit Add-ons

Additional expenses may be incurred if add-ons are requested. Add-ons are provided at no cost for paid sponsors.

Additional Tables

\$50 per table. Maximum of 5 tables total.

No Yes, specify number desired: _____

Electric outlet(s)

\$50 (regardless of number)

No Yes, specify number desired: _____

Authorization

I hereby represent that I am authorized to submit this Exhibitor Contract on behalf of my company; that I have thoroughly read and understand on behalf of my company the 2013 Victory Over Violence Exhibitor Guide and agree to abide by its terms. I realize no refunds will be made after June 28, 2013, and that I understand that this Contract is complete only when accepted by the FRYSCY, Inc.

Authorized Signature: _____ Date: _____

Payment Information

Please make all payments to **FRYSCKy, Inc.**

- Check Enclosed
- Money Order Enclosed

Deadline

All contracts and payment must be received prior to **June 3, 2013.**

Company Service and/or Product Description

Please describe your company's services and/or products in 25 words or less. This written description will appear in the official conference program. If this section is left blank, there will be no description in the program. The VOV Planning Committee reserves the right to edit descriptions.

Confirmation

Upon receipt of your completed exhibit contract and payment, a detailed confirmation letter will be sent with specific instructions. If you have questions or need additional information, contact Katie Morris by email at katie.morris@ky.gov or call (502) 564-4986, ext. 3833.

Submission

Please **mail contract and payment** to:

VOV Exhibit Showcase
c/o Katie Morris
275 E. Main St., 3C-G
Frankfort, KY 40621