



National Health Resource Center on Domestic Violence
383 Rhode Island Street, Suite 304
San Francisco, California, 94103-5133
1-888-Rx-ABUSE, www.endabuse.org/health

EXHIBITOR APPLICATION

2009 National Conference on Health and Domestic Violence
New Orleans, LA (Sheraton Hotel)
October 8-10, 2009

(Form must be typed or printed legibly)

- Yes! Please reserve a Booth for us at the 2009 National Conference on Health and Domestic Violence
We cannot staff a booth, but we would like to display our materials on a Resource Table
Yes! We would like to insert our materials in the Conference Bags

Company Name:
Contact Person:
Title:
Address:
City, State, Zip:
Telephone: Fax:
Email:

- Booth Prices: For Profit \$600*, Non-Profit \$500*, New Orleans/ Gulf Area \$400*

Resource Table: A maximum of 150 copies of all materials (not to exceed 8.5" x 11" and no more than 10 pages each in length) will be displayed on unstaffed resource tables. Please indicate the day(s) you wish your materials displayed. Please keep in mind that table space is limited. Limited to 20 companies per full conference day. \$100 per day

- Friday, October 8th
Saturday, October 9th

Conference Bag Inserts: Material inserts should not exceed 8.5" x 11" and no more than 2 pages each in length. \$400 per insert
of inserts x \$400

Table with 2 columns: Payment, Amount. Rows for Booth, Resource Table, Bag Inserts, and TOTAL.

(Make checks payable to: Family Violence Prevention Fund)

*Includes one full registration for staff to exhibit and attend conference.

ASSIGNMENT OF BOOTHS:

The 5TH National Conference on Health and Domestic Violence will assign space approximately 45 days prior to the conference. At this time, all exhibitor tables will be located in the Grand Ballroom Foyer at the Sheraton just outside the general session room, attendee registration, and some meeting rooms. We reserve the right to rearrange the floor plan and to relocate any Exhibit at any time prior to the opening of the Conference. Assignment of tables shall be determined on a **first-come, first-served basis**.

CONFERENCE BAG INSERTS:

Material inserts should not exceed 8.5" x 11" and no more than 2 pages each in length. Inserts must be received by Tuesday, October 6, 2009. Applicants are responsible for all shipping fees and must follow hotel shipping procedures outlined in this document. Materials left over from the conference will not be returned.

COMPANY DESCRIPTION:

We would like to include information about our booth exhibitors in the conference materials. To be included in the Conference Program Book, submit a 75-word company description or attach a separate sheet describing your products or services by **August 3, 2009**.

ELECTRICAL SERVICES:

The Sheraton New Orleans Hotel will handle all electrical services request. Please contact Joe Forster, Chief Electrician to request an Engineering Services Form by sending an email to joe.forster@sheraton.com or fax (504) 595-6201. Additional fees apply to this service.

EXHIBIT SPACE PROVISIONS:

The following items are included in the exhibit space price:

- Exhibit booth with six foot skirted table and two chairs
- Organization description in the conference program
- One full registration for staff to exhibit and attend conference

EXHIBIT INSTALLATION AND DISMANTLING:

Exhibitors will be permitted access to the exhibit area for installation on Thursday, October 8th, 2009 from 2pm-6pm. Dismantling should be complete by 5:30pm on Saturday, October 10th, 2009.

EXHIBIT HALL SCHEDULE:

Thursday, October 8: 2pm-6pm (Installation)

Friday, October 9: 10am-6pm

Saturday, October 10: 7am-5pm;

5pm-5:30pm (Dismantling)

INTERNET SERVICES:

Internet service is available upon request. Please contact Vedalyn DeGuzman, vedalyn@endabuse.org, for a copy of the order form. Additional fees apply to this service.

RESOURCE TABLE (Limited to 20 companies):

Unstaffed resource tables will be located in the Grand Ballroom Foyer along with other exhibitor tables. Each resource table applicant is allowed to display a maximum of 150 copies of all materials (not to exceed 8.5" x 11" and no more than 10 pages each in length). Packages for Resource Tables must be received by Tuesday, October 6, 2009. Applicants are responsible for all shipping fees and must follow hotel shipping procedures outlined in this document. Materials left over from the conference will not be returned.

SECURITY AND LIABILITY:

It is expressly understood that the Exhibitor agrees to indemnify and hold harmless the Family Violence Prevention Fund against any and all liability and property damage or loss arising from or out of the use by the Exhibitor of the exhibit space.

SHIPPING INFORMATION:

The Guest Packages Department receives all packages and freight for the Sheraton New Orleans Hotel: Phone (504) 592-5601 or Fax (504) 595-5592. Hours of Operation are Monday - Friday, 7am to 4:30pm. Hours can be adjusted based on need. After hours, the Bell Captain can retrieve any boxes 24 hours a day, 7 days a week.

Packages should arrive no more than five days prior to guest arrival or event. A storage fee will apply if items are shipped earlier. If storage exceeds 3 days, there will be a \$25.00 per item per day charge.

All packages should be labeled as follows:

[Guest Name]
Sheraton New Orleans Hotel
500 Canal Street
New Orleans, LA 70130
National Conference on Health and Domestic Violence
Guest Arrival Date: _____
Box(es) ___ of ___ (multiple boxes should be numbered)

The shipper's return address should include shipper's name, address and telephone number. Guest will be notified upon receipt of package.

Handling Fees-Inbound/Outbound (prices are per box):
0 to 5 pounds \$5.00
6 to 20 pounds \$10.00
21 to 50 pounds \$15.00
Over 50 pounds \$25.00 per 50 pounds
Crates \$25.00 per 50 pounds
Pallets \$75.00 each (Must be shrink wrapped on pallet to receive pallet pricing)

Ship-Out of Materials:
All guest shipments of under 100 pounds going out of the hotel MUST go through the Business Center or the Bell Captain, if after Business Center hours. All packages / shipments over 100 pounds must be shipped through the hotel's Shipping & Receiving Department. The appropriate hotel staff person will coordinate with the Meeting Planner any arrangements that are to be handled. Boxes should be brought to the dock with all necessary shipping information (i.e. shipping company, telephone number, pick up date, etc.).

SPACE LIMITATIONS:

Exhibits will be confined to the special limits of the respective space(s). All materials must conform to applicable local building, electrical, fire & safety and other regulations.

STAFFING INFORMATION:

The Family Violence Prevention Fund recommends that Exhibit tables be staffed at all times during the 2009 National Conference on Health and Domestic Violence.

TERMS OF PAYMENT AND CANCELLATIONS:

Assignment of exhibit space will not be made without payment and a signed application for space. Applications for space will be accepted until **August 3, 2009**. Cancellation requests must be sent to Vedalyn@endabuse.org. Cancellations received by **September 1st**, will receive a full refund. No refunds will be issued after that date. Should any contingency cause cancellation of the event or exhibit, the sponsoring group shall not be held liable for any expenses incurred by the exhibitor.

AGREED

Company Representative Name: _____
(above contact must have authority to commit and sign for organization)

Title: _____

Signature: _____ Date: _____

For Office Use Only

Date submitted: _____ Approved by: _____

Check # _____ Total payment \$ _____

Please return completed form with payment by **August 3, 2009** to:

Attn: Vedalyn DeGuzman
Family Violence Prevention Fund
383 Rhode Island Street, Suite 304
San Francisco, CA 94103-5133
Phone: (415) 252-8900
Fax: (415) 252-8991
Vedalyn@endabuse.org

**NOTE: Please make checks payable to FAMILY VIOLENCE PREVENTION FUND.
You will receive confirmation of exhibit space when payment has been received.**