



Putting the Pieces Together: PEPNet 2008

Exhibitor Information, Policies, and Fees

<http://www.pepnetexhibitors.utk.edu/>

You are invited to share information and resources at a major national conference! Do not miss this opportunity to reach people from across the nation with interests in serving students who are deaf and hard of hearing in postsecondary education by taking advantage of conference exhibit space, literature distribution, or an ad in the program book.

ABOUT THE CONFERENCE

The Postsecondary Education Programs Network (PEPNet) will hold its biennial conference *Putting the Pieces Together*, on April 15-18, 2008, in Columbus, Ohio at the Hyatt Regency Columbus hotel. The conference is sponsored by the four Regional Centers on Postsecondary Education for Individuals who are Deaf and Hard of Hearing, which are funded by U.S. Department of Education, Office of Special Education & Rehabilitative Services. This conference will provide opportunities for further professional development as well as for networking with peers who provide similar services. Conference participants typically include administrators, counselors, interpreters, tutors, and faculty members from disability services, student development, developmental studies and college-level courses, as well as interested secondary-level faculty and staff, adult service providers from rehabilitation agencies and centers for independent living, and many others. Topics may include such areas as best practices of providing services, the use of networking, shifting roles of professional staff, the use of technology, changing demographics, legislative changes and impacts, creative funding approaches, support services, career planning and job placement issues, and other topics of professional interest.

CONFERENCE EXHIBITS

Your exhibit at this prestigious gathering will build your organization's name recognition in the higher education community and give you the opportunity to meet potential consumers face-to-face. As an exhibitor, you will also be invited to attend regular conference sessions, receptions and closing luncheon, which are all valuable networking opportunities. Any scheduled refreshment breaks will be planned for the room where the exhibits are set up.

EXHIBIT FEES

The fee to exhibit is **\$350 for non-profit and \$475 for profit/commercial organizations**. It includes one complimentary conference registration, a 6'x30" table, one chair and a two-line sign with your organization's name. Exhibitors are welcome (and encouraged) to participate in all regular conference activities, including the closing luncheon and presentation.

Applications for an exhibit table must include payment: **\$350 for non-profit and \$475 for profit/commercial organizations** for by February 1, 2008. You have two options. You can send the application and payment or sign up online using the link <http://www.pepnetexhibitors.utk.edu/> to pay with a credit card or be invoiced. If preferred, you may mail your application and payment to:

The University of Tennessee
UT Conferences
P.O. Box 2648
Knoxville, TX 37901

EXHIBIT SCHEDULE

The conference begins on Tuesday, April 15, 2008 with several pre-conference workshops. There are no exhibits on this day. Set-up time on Wednesday, April 16 for the exhibit hall is between 10:30 am and noon (immediately following the poster sessions). The exhibit area will officially open at 12:30 pm on Thursday, April 16, 2008. *There will be a \$100 **fee charge** for early breakdown of exhibit.

DATE	ACTIVITY	HOURS
April 16	Set-up	10:30 am - 12:00 pm
April 16	Exhibits open	12:30 pm - 5:00 pm
April 17	Exhibits open	8:00 am - 5:00 pm
April 18	Exhibits open	8:00 am - 11:30 am
April 18	Break-down	11:30 am - 12:30 pm

EXHIBIT AREA

Each display area consists of one draped table (approximately 6'x30") and one chair. Exhibitors are urged to keep their displays within the 7'x 5' area allocated for each exhibitor. One additional chair can be provided upon request. A floor plan will be available on February 1, 2008. *There will be a \$100 **fee charge** for early breakdown of exhibit.

SHIPPING AND HANDLING

Please *DO NOT* ship materials or equipment to any Postsecondary Education Programs Network (PEPNet) office for delivery to the conference site. Shipping guidelines will be shared with each exhibitor upon confirmation of their application.

DRAYAGE AND STORAGE OF EXHIBIT MATERIALS

Any large exhibit materials must be shipped to a drayage company. Handling charges will apply for moving packages to and from the hotel receiving area to a designated area within the Columbus Convention Center or Hyatt Regency.

ELECTRICITY NEEDS

Electrical outlets, electrical cords, phone lines, and internet connections are *not included* in the exhibit price. There is an extra charge for these services. If you need these services, please check the box at the bottom of application. We will email you the information.

GENERAL INFORMATION

The exhibit area will be located in the second floor meeting space at the Hyatt Regency Columbus where all other conference activities will occur. Your table will be assigned a number and exhibit location based on the sequential order in which your application/payment is received by the PEPNet conference organizers. Any scheduled refreshment breaks will be planned for the area where the exhibits are set up.

PEPNet reserves the right to determine the eligibility of any company or product for exhibit. PEPNet may curtail exhibits or parts of exhibits that reflect against the character or purpose of the conference.

Direct cash sales will be permitted; however, sales will be limited to educational and access materials. Orders may be taken by exhibitors to secure sales.

All companies exhibiting at the PEPNet 2008 conference *Putting the Pieces Together* are responsible for making their exhibit accessible to persons with disabilities as required by the Americans with Disabilities Act, and shall hold the Postsecondary Education Programs Network (PEPNet) and any PEPNet institution or PEPNet affiliate institution harmless from any consequences of exhibiting company's failure in this regard.

LIABILITY

The hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property or any other person, prior, during or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage is not caused by the willful negligence or wrongful act of an employee of the hotel. Each exhibitor expressly releases the hotel from such liabilities and agrees to indemnify the hotel against any and all claims for such injury, loss or damage.

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the

hotel and shall indemnify and hold harmless the employees of PEPNet institutions or PEPNet affiliate institutions, from any and all such losses by the exhibitor.

INSURANCE

Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

SPECIAL NOTES

No nails or bracing wires used in erecting displays may be attached to the building without written consent of the Chief Engineer at the hotel. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor or at the exhibitor's expense.

All materials and equipment furnished by the Hyatt Regency Columbus on this order is to remain in its property and to be removed by Hyatt Regency Columbus after the close of the show.

The hotel will hold and store items left for no more than two business days after the conference is over. It is the responsibility of the contracting party to pick up these items or arrange for shipment. After two business days, the hotel will discard these materials with no liability to the hotel.

The Chief Engineer is obligated to refuse connections where wiring is not in accordance with the state and local electrical codes.

NON-FLAMMABLE MATERIALS

All materials used in the exhibit area, ballrooms or any other room of the hotel must be non-flammable to conform with the fire regulations of the State of Ohio and the City of Columbus. Electrical wiring and equipment installation must conform to appropriate Ohio codes. Materials not conforming to such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Chief Engineer of the hotel.

FIRE DEPARTMENT ENFORCED REGULATIONS

All doors and openings on official floor plan must be kept clear. Fire alarm boxes and fire extinguishers must be visible at all times.

RULES OF CONDUCT

- Exhibitors are not permitted to sublet space unless arrangements are made with the PEPNet conference organizers.
- No exhibits will be permitted outside of the exhibit area.
- Efforts should be made to staff the exhibit booths during all regular exhibit hours.
- No booth should be dismantled until closing of the exhibits on the final day of the conference.
- Exhibitors are responsible for having their exhibit space neat, clean and orderly at all times.
- Exhibitors or their representatives who fail to observe these conditions of contract, or who, in the opinion of the PEPNet conference organizers, conduct themselves unethically, may be dismissed from the exhibit area without refund or appeal for redress.
- Special regulations prohibit hanging announcements, posters, etc. on the walls and/or columns at any level.
- Smoking is not permitted in the exhibit area.

EXHIBIT SPACE CANCELLATIONS

All space cancellations must be in writing. Cancellations received between February 1, 2008 and March 15, 2008, will be charged \$100 for canceling. Cancellation of reserved space received on or after March 16, 2008 will NOT be refunded.

Putting the Pieces Together: PEPNet 2008

Conference Advertising Space Information, Policy & Fees

<u>Program Ad Size</u>	<u>Cost</u>	<u>Ad Dimensions</u>
Full Page Ad:	\$225	9.5" (h) x 6.5" (w)
Half Page Ad:	\$125	4.5" (h) x 6.5" (w)
Quarter Page Ad:	\$ 100	4.75" (h) x 3.125" (w)

SPACE RESERVATIONS / PAYMENT POLICY

Reservations will be accepted on a first-come, first-served basis. All reservations for space must be accompanied by payment in full by February 1, 2008. Purchase orders will be accepted.

REQUIRED SPECIFICATIONS

All copy is to be submitted camera-ready, including any graphics or logos, and must be in the PEPNet-South office by February 1, 2008. Please, no less than a 1/2" margin, no bleeds and no color. Mail the camera-ready copy in a flat envelope with cardboard or rigid insert. Do not fold ad copy or attach paper clips. Late art will be accepted if space is available. For more information, please contact Cindy Camp at Cindy.camp@pepnet.org or call at (256) 782-8387 voice or (256) 782-8383 (fax).

ADVERTISING CANCELLATIONS

All space cancellations must be in writing. Reserved space canceled between February 1, 2008 and March 15, 2008 will be refunded less a service charge of 50% of the cost of the space. Cancellation of reserved space received on or after March 16, 2008 will NOT be refunded.

DISCLAIMER

Only publication on an advertisement shall constitute final acceptance of the advertiser's order. Advertiser and advertising agency will indemnify and hold harmless the Postsecondary Programs Network (PEPNet), its officers, agents, employees and contractors for all contents supplied to the publisher, including text representations and illustrations of advertisements printed and for any claims arising from contents including, but not limited to, defamation, invasion of privacy, copyright infringement or plagiarism.

LITERATURE DISTRIBUTION

Distribute your organization's literature directly into the hands of the attendees via their registration packets. You simply complete the application/contract, supply us with 500 pieces of each piece of literature by March 15, 2008, and we will do the rest! The cost is **\$100 per brochure/ pamphlet**. Mail the 500 brochures/pamphlets to:

PEPNet-South
The University of Tennessee
A 239 Bailey Education Complex
1126 Volunteer Blvd.
Knoxville TN 37996-3442
ATTN: Conference Literature Distribution

Combine your efforts by purchasing a **PACKAGE DEAL** and **SAVE MONEY!**

	<u>Non- Profit</u>	<u>Profit /Commercial</u>
Exhibit Table with Full Page Ad:	\$ 425	\$550
Exhibit Table with Half Page Ad:	\$ 400	\$525
Exhibit Table with Quarter Page Ad:	\$ 375	\$500
Exhibit Table (no Advertisement)	\$350	\$475



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Exhibit / Advertising Application and Contract

<http://www.pepnetexhibitors.utk.edu/>

Exhibitor/Advertiser Information (Please type or print neatly)

Business/Organization Name:

Contact Name:

Title

Name of Person Attending Conference (if different than contact name):

Mailing Address:

City, State, Zip:

Daytime Phone:

v/tty/VP

Fax:

Email Address:

BRIEF Description of Organization - Exhibitors Only (25 - 35 words):

Application for (*check one*):

Money Saving **PACKAGE DEAL:**

- Exhibit Table with Full Page Ad:
- Exhibit Table with Half Page Ad:
- Exhibit Table with Quarter Page Ad:

Non-profit

\$425
\$400
\$375

Profit/Commercial

\$550
\$525
\$500

- EXHIBIT TABLE (only)**

\$350

\$475

CONFERENCE PROGRAM ADVERTISING SPACE (only)

- Full Page Ad:
- Half Page Ad:
- Quarter Page Ad:

\$225
\$125
\$100

LITERATURE DISTRIBUTION: \$100 per brochure/pamphlet _____ brochures/pamphlets =
\$ _____

TOTAL ENCLOSED: _____

Check Purchase Order

ELECTRICITY OR INTERNET:

Do you need electricity or internet? Yes No (we will e-mail you information on the costs)



You have two options. You can mail the application with payment or sign up online at: <http://www.pepnetexhibitors.utk.edu/>.

Checks should be payable to: University of Tennessee

Mail application and payment to:

UT Conferences
P.O. Box 2648
Knoxville, TN 37901

QUESTIONS? Contact: Missey Wright via email at missey.wright@pepnet.org

My signature below indicates that I understand and agree that this application is subject to the conditions outlined in the Exhibitor Information, Policy & Fees and the Conference Advertising Space Information, Policy & Fees. Furthermore, I agree that the space assigned by PEPNet staff shall be acceptable, that the aforementioned conditions are incorporated by reference, and that the organization description provided on this form is that planned for exhibit. Any changes must be received in writing prior to the exhibit.

Representative's Signature

Date