



Application and Contract for Exhibit Space

20th Children's Interagency Conference

Monday through Thursday, April 30-May 3, 2018

Penn Stater Conference Center and Hotel
State College, PA

Exhibit Dates: Tuesday, May 1, and Wednesday, May 2, 2018

Deadline for Application: October 27, 2017

Application for Exhibit Space

We, the undersigned organization, do hereby make application to participate as an exhibitor in the exposition indicated by this contract and do hereby agree unconditionally to all terms of this contract to participate in the above exposition. We request the sponsors of the conference (OMHSAS Bureau of Children's Behavioral Health Services, PA System of Care Partners, and the Child Welfare Resource Center) to reserve the following exhibit space for our use at this exposition.

The arrangement of the exhibit space is shown on the floor plan. The locations of exhibit space, exits, and other structures are believed to be accurate but only warranted to be approximate.

Name of Firm or Exhibitor _____

Address _____

City _____ State _____ Zip _____

Name of person(s) staffing exhibit (*as they will appear on name badges*):

1. _____ 2. _____

Note: Registration for exhibits is limited to two people per tabletop display.

The total cost of the exhibit is \$600. The exhibit fee includes: 6' x 30" table with draping, two chairs, one wastebasket, one standard exhibitor sign (44" x 7"), carpet, meals for two people during exhibit hours, and listing in the conference app as a sponsor at the bronze level. It is agreed that this contract is noncancellable after March 30, 2018. It is further agreed that we will comply with all schedules, requirements, and restrictions outlined in the "General Information, Rules, and Regulations" section of this packet.

Upon notification of the acceptance of this application, we will submit payment in the full amount of \$600 which is the charge for the space indicated. We hereby accept the exhibit space assigned to us and agree to abide by the rules concerning this exhibit, either present or future, that are published by the conference sponsors and/or the Penn Stater Conference Center Hotel.

The rules and regulations attached hereto, governing the exhibition, have been read by us and hereby accepted and made part of this contract and we agree to comply with them. It is understood and agreed that in case the conference sponsors shall fail to open the exhibition, or furnish space to us, it will refund to us our full exhibit registration fee.

please see next page

Information Required from Exhibitors

PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION (*except for signature of authorized agent*):

Contact Person/Title _____

Company _____

Address _____

Phone _____ Fax _____ Email _____

Company Website _____

Authorized Signature _____

Brief description of organization, to appear in program information
(*not to exceed 50 words; please type or print*)

Information Regarding Submission and Payment:

1. Print the application, complete and sign it, and scan it electronically.
2. Email the scanned copy to ra-pwinteragencyconf@pa.gov

When your application is accepted, you will be notified with instructions for where to send payment. **Payment will be due no later than January 15, 2018.**

**DEADLINE FOR APPLICATION:
October 27, 2017**



Exhibitor Information

20th Children's Interagency Conference

Monday through Thursday, April 30-May 3, 2018

Penn Stater Conference Center and Hotel

State College, PA

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General Information, Rules, and Regulations for Exhibitors

Exhibitor Fee

Note: Registration for exhibits is limited to two people per display.

\$600 includes:

- 6' x 30' table with green show draping
- two chairs
- meal tickets for two people per display during exhibit hours
- listing in the conference online app, as a sponsor at the bronze level
- one standard exhibit sign (42" x 7")
- one wastebasket

Not included in exhibit cost:

- receipt of shipped materials
- drayage and installation
- electricity
- any other services provided through the trade show decorator

Installation of Displays

Monday, April 30, 2018, 6-9 p.m. (subject to change to earlier time depending on space availability)

Exhibit Hours *(subject to change)*

Tuesday, May 1, 2018	7:30 a.m.-7:00 p.m.	Exhibit hours
Peak times:	7:30-8:45 a.m.	Continental breakfast
	12:30-2:30 p.m.	Lunch
Wednesday, May 2, 2018	7:30 a.m.-6:30 p.m.	Exhibit hours
Peak times:	7:30-9:30 a.m.	Full breakfast & general session
	11:45 a.m.-12:45 p.m.	Brunch
	5:00-6:30 p.m.	Poster session reception

Dismantling of Displays

Wednesday, May 2, 2018, 6:30-9 p.m.

(Exhibitors may not begin to dismantle displays until close of show at 6:30 p.m.)

Space

Space will be assigned at the sole discretion of the conference sponsors. All contracts must be accompanied by full payment in order to be processed and assigned. Any organization to which space is not assigned will receive a full refund. The sponsors reserve the right to change location assignments at any time.

Cancellation of Exhibit Space

No refunds will be given after March 30, 2018. Under all circumstances, the sponsors retain the right to resell any booth space cancelled by the exhibitor.

Exhibitor Contract Company

Information packets will be forwarded upon receipt and acceptance of your application. The vendor handling the conference registration will facilitate your needs and questions regarding exhibitions. The vendor will also arrange for additional services, such as electricity, at the expense of the exhibitor.

Exhibitor Badges

Exhibitors must wear conference identification badges while on the exhibit floor

Guidelines and Restrictions

- The conference sponsors request that exhibitors adhere to the Pennsylvania System of Care standards (youth-driven, family-driven, integration of child-serving systems, valuing natural and community supports, county leadership team, assuring cultural and linguistic competence, youth and family services and supports planning process, evaluation and continuous quality improvement). Preference will be given to exhibitors whose services cover the continuum of care from less intensive to more intensive levels. The sponsors also reserve the right to restrict and/or eliminate exhibits that for any reason (noise, method of operation, etc.) detract from the character of the conference as a whole. All displays must be tabletop only; freestanding displays will not be permitted on the exhibit floor. No refunds will be made if these restrictions are violated.
- By submitting a contract for exhibit space, the applicant releases the sponsors from any kind of liabilities to the applicant, its agents and licensees that may arise or be asserted as a result of submission of any application or participation in this exhibit.
- The sponsors assume no liability for loss or damage of goods or materials owned or leased by the exhibitor. The exhibitor is required to provide all insurance and/or policy riders to cover all booth contents.
- In compliance with the Americans with Disabilities Act, all booth personnel needing special assistance should contact the sponsors in advance of the conference with their requests.

Hotel Reservations

Reservations may be made by contacting the Penn Stater Conference Center Hotel or the Nittany Lion Inn at 800-233-7505. Identify yourself as a participant in the Children's Interagency Conference.

Shipping Information

The Penn Stater will not accept any shipments. All shipments will be handled through the conference vendor. Shipping instructions will be included in your exhibitor packet.

Dates to Remember:

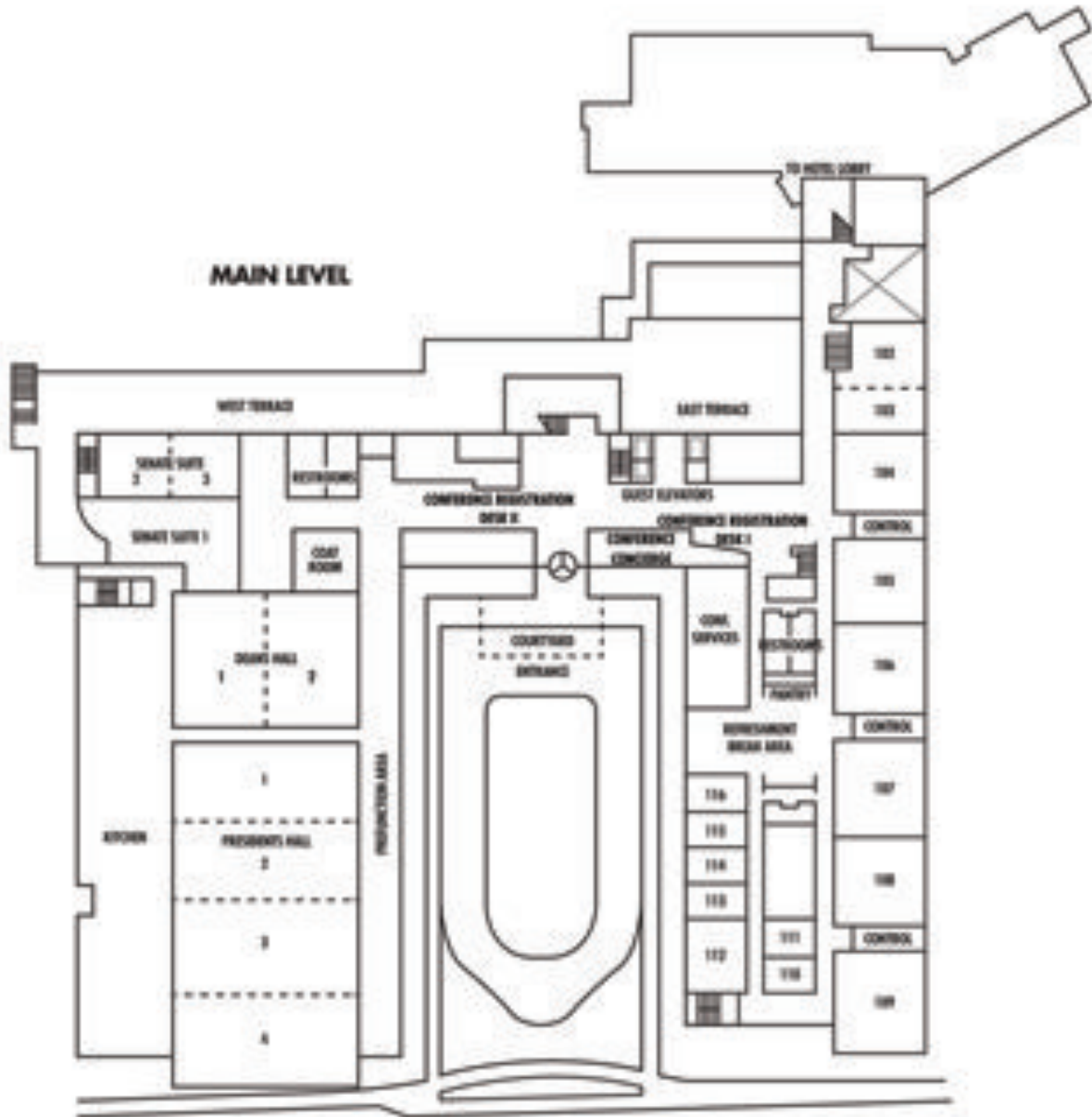
October 27, 2017:	Deadline to register
January 15, 2018:	Full payment due
March 30, 2018:	No refunds or cancellations after this date
April 30, 2018:	Installation of displays – 8-10 p.m.
May 1, 2018:	Installation of displays – 6:30-7:30 a.m.
May 2, 2018:	Dismantling of displays – 2:00-3:30 p.m.

Exhibit Location

Conference Center Main Level

20th Children's Interagency Conference

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Exhibits will be located in the hallways outside the Deans Halls and in the front hallway by the entrance.