

**Vendor & Sponsor
p a c k e t**

ERICSA 2016: **Creating Brighter Days for Families**

May 1 - 5

**HILTON MYRTLE BEACH RESORT
MYRTLE BEACH, SC**

53rd Annual Training Conference & Exposition

General Information for Exhibitors

Exhibitor Schedule

All booth equipment must be in place in the Exhibit Hall by 5:00 p.m. on Sunday, May 1, and must not be dismantled until after 10:30 a.m. on Wednesday, May 4. **No exceptions!**

Sunday, May 1

12:00 p.m. - 5:00 p.m. Exhibits Move-In

Monday, May 2

7:30 a.m. - 5:00 p.m. Exhibit Hall Open
Hall Closed 12:00 p.m. - 1:30 p.m.
Events scheduled:
- Continental Breakfast
- AM & PM Refreshment Breaks

Tuesday, May 3

7:30 a.m. - 5:00 p.m. Exhibit Hall Open
Hall Closed 12:00 p.m. - 1:30 p.m.
Events scheduled:
- Continental Breakfast
- AM & PM Refreshment Breaks

Wednesday, May 4

7:30 a.m. - 10:30 a.m. Exhibit Hall Open
Events scheduled:
- Continental Breakfast
- AM Refreshment Break
10:30 a.m. - 2:00 p.m. Exhibits Dismantle/Move-Out

Exhibitor Fees

	<u>8' x 10'</u>	<u>8' x 20'</u>
Discounted Fee:	\$1,300.00	\$2,300.00
<i>(Available to 2016 exhibitors who commit before 2/15/16)</i>		

Regular Fee	\$1,400.00	\$2,400.00
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The exhibitor fee includes:

- One (1) full Conference registration
- 8' high back drape and 3' high side drape
- 6' draped table and 2 chairs
- Logo and link on ERICSA website
- Access to attendee roster one week prior to conference
- Overnight security guard services

Drayage and Decorating

The official service contractor for the 2016 Exposition is:

Convention Makers
4501 Hwy 544
Myrtle Beach, SC 29588
Phone: 843-650-6300
Fax: 843-650-6301

Exhibitor Service Kits will be available to exhibitors on or about February 15 following booth confirmation and payment of fees. The kit will contain all necessary forms for ordering furniture, decorations, shipping and storage and labor.

Shipping/Receiving

The Hilton Myrtle Beach has no storage facilities and will not accept any shipments arriving before Sunday May 1.

Pipe & Drape

Booth back drapes will be Royal Blue with white side draping.

Carpeting & Ceiling Height

The Exhibit Hall is carpeted. The ceiling of the Exhibit Hall is twenty-two (22) feet.

Assignment of Space

Booth assignment is based upon the date of receipt of the *Exhibitor Application* and payment in full of booth fee, as well as proximity to competitive or conflicting organizations.

Sponsorships

The Eastern Regional Interstate Child Support Association (ERICSA) is pleased to offer opportunities for corporate sponsorship of conference events and activities such as our conference publications, educational programs and social events.

Corporate sponsorship offers you additional on-site visibility and has become an integral part of ERICSA's Annual Conference. If your organization is interested in sponsoring an activity, complete the *Sponsorship Commitment Form* found in this packet. Activities are available for sponsorship on a first-come, first-served basis.

Conference Registration

Exhibitors must designate one representative to receive the one "full registration" per 8' x 10' space reserved, which is included in the booth fee. A full registration entitles your representative to attend plenary and concurrent educational sessions, as well as ERICSA sponsored social events.

"Floor Pass Only" registrations are available for \$50.00 for individuals who will be staffing your booth during Exposition hours. These floor passes are for exhibit hall identification only and **do not** entitle the badge holder to receive any written materials or to attend conference functions or events, including plenary and educational sessions.

Exhibitor personnel should [Click here](#) to register in advance. Badges and registration packets are not mailed, however will be available at the Registration Desk.



Eastern Regional Interstate Child Support Association 53rd Annual Training Conference

Official Conference Hotel

The Hilton Myrtle Beach is the headquarters hotel for the ERICSA Conference.

Hilton Myrtle Beach
10000 Beach Club Drive
Myrtle Beach, South Carolina 29572-5304

Room rates: (exclusive of 11% tax)
Single / Double \$105.00

Suites: Check with the hotel for the rates on suites.

[Click here](#) to reserve a room.

Private Social Functions Policy

Social functions at which attendance is restricted to either verbal or written invitations are not permitted to occur during any official ERICSA activity. Hospitality suites must be approved in advance by ERICSA.

ERICSA reserves the right to postpone or delay any function conflicting with an official ERICSA function.

Payment of Fees

ERICSA will reserve your exhibit space only with full payment.

Please complete the enclosed Exhibitor Application and send it with payment to:

ERICSA
c/o MgR & Associates
PO Box 67585
Albuquerque, NM 87193
505-508-2999
info@ericsa.org

Please note this is a new mailing address for ERICSA conference correspondence and fees. Please update your vendor records accordingly.

Please be sure to complete the [online Registration form](#) for the person receiving the complimentary registration



Eastern Regional Interstate Child Support Association 53rd Annual Training Conference

Sponsorship Information

Sponsor Benefits:

- One (1) complimentary conference registration for every \$1,000 in sponsorship
- Listing of conference attendees emailed one week prior to the conference
- Logo placement on the Conference website and the Conference App
- Recognition during sponsored event
- Company name on event specific signage
- Placement of a single advertisement/promotional item in the conference bag for \$3000+ in sponsorship

Elite Partnership - \$ 5,000 +

Banquet — Dinner (Wednesday)	Sole Sponsor	\$10,000
President's Reception (Sunday)	Sole Sponsor	\$5,000
Mobile Event App	Sole Sponsor	\$5,000

Premier Partnership - \$ 3,000 - \$ 4,999

Conference Tote Bag {name/logo on bag w/ERICSA}	Sole Sponsor	\$4,500
Banquet — Cocktail Hour (Wednesday)	Sole Sponsor	\$4,000
Banquet — Dinner (Wednesday)	Co-Sponsor **	\$3,250 (Three Available if no sole)
Business Meeting Breakfast (Thursday)	Sole Sponsor	\$3,000

Signature Partnership - \$ 2,000 - 2,999

Continental Breakfast (Mon., Tues., Wed.)	Sole Sponsor	\$2,750 (Three Days Available)
Refreshment Breaks AM & PM (Mon., Tues., Wed.)	Sole Sponsor	\$2,000 (Six Available)
Photo Booth (During Wednesday Banquet)	Sole Sponsor	\$2,000

Preferred Partnership - \$1,000 - 1,999

Business Meeting Breakfast (Thursday)	Co-Sponsor **	\$1,500 (Two Available if no sole)
Exhibitor Pocket Guide / Agenda-at-A-Glance	Sole Sponsor	\$1,500
Tuesday Night Off-Site Transportation	Sole Sponsor	\$1,250
Wednesday Night Off-Site Transportation	Sole Sponsor	\$1,250
Attendee Notepads	Sole Sponsor	\$1,000
Banquet — Entertainment (Wednesday)	Sole Sponsor	\$1,000
President's Reception — Entertainment (Sunday)	Sole Sponsor	\$1,000

Contributing Partnership - \$ 500

Conference Supporting Sponsorships

Cash donation - Not designated to specific event/item

**** Please contact Melissa G. Rael at 505-508-2999 or Melissa@mgr-events.com if you are interested in sole sponsoring an event or to discuss customized "combo" packages.**



Eastern Regional Interstate Child Support Association 53rd Annual Training Conference

Sponsorship Commitment Form

Sponsorship opportunities are available on a first-come, first-served basis.

Yes, we would like to sponsor _____ Level _____
(List activity to sponsor)
_____ Level _____
(List activity to sponsor)

(If you would like to request more than 2 events, please make additional lines if answering electronically, or add a page if printing the form.)

Please print or type.

Company/Organization Name: _____

Authorized Contact Person: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Please indicate name of individual/company/organization as you would like it to appear in the *Conference Program-At-A-Glance* and on signage announcing your sponsorship: _____

Total Due: \$ _____

75% Non-refundable Deposit to Hold Sponsorship Item: \$ _____

(75% Non-refundable Deposit to Hold Sponsorship due immediately)

Payment Method

<p>Check # _____</p> <p>or</p> <p>Credit Card: <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> AMEX</p> <p>Cardholder Name: _____ Security Code: _____</p> <p>Card # _____ Exp. Date: _____</p> <p>Billing Address (if different than above): _____</p> <p>_____</p> <p>Signature: _____</p>
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*****Full payment is due on or before February 19, 2016*****

Return completed forms and payment to:

ERICSA
c/o MgR & Associates, PO Box 67585, Albuquerque, NM 87193

We appreciate your support and look forward to seeing you in Myrtle Beach!



Eastern Regional Interstate Child Support Association 53rd Annual Training Conference

ERICSA Exhibitor Application

In accordance with the exhibit regulations governing rental of exhibit space (see the next page), the undersigned hereby applies for exhibit space at ERICSA's 53rd Annual Training Conference in Myrtle Beach, SC, May 15, 2016. We have read and agree to the exhibit regulations. We understand that these regulations are incorporated into this contract by reference and that this application becomes a contract when accepted and confirmed by ERICSA. **We understand that all exhibit fees must be paid in full with application.**

Section 1 Booth Location

Please list your first two choices for booth location:

List any organizations you do not wish to be located near. (Every effort will be made to separate but we can not make any guarantees.)

Section 2 Booth Fees

Circle the applicable category and size of booth desired.

	<u>8' x 10'</u>	<u>8' x 20'</u>
Discounted Fee	\$1,300.00	\$2,300.00
	<i>(Available to 2016 exhibitors who commit before 2/15/16)</i>	

Regular Fee	\$1,400.00	\$2,400.00
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Total Due: \$ _____

Payment Method

Check # _____

or

Credit Card:

MasterCard Visa AMEX

Cardholder Name: _____

Address (if different): _____

_____ Zip: _____

Card # _____

Security Code: _____ Exp. Date: _____

Signature: _____

Section 3 Official Exhibit Representative

Designate below the name of the person in your organization who is to receive all relevant exhibition materials, including booth confirmation and service kits:

Please Print

Official Exhibit Representative

Title

Organization

Address

City/State/Zip

Telephone #

E-mail address

Section 4 Signature

Note: *All applications must be signed in order to confirm booth space.*

I understand and agree to abide by the official regulations on the reverse side of this application.

Signature of Authorized Representative Date

Return this completed contract and payment to:

ERICSA
c/o MgR & Associates
PO Box 67585
Albuquerque, NM 87193

For questions: Phone: 505-508-2999 or

E-mail: Melissa@mgr-events.com



Eastern Regional Interstate Child Support Association 53rd Annual Training Conference

Official Exposition Regulations

All exhibits and exhibitors are subject to the regulations below. The words "Management," "Association," and letters "ERICSA," herein refer to the Eastern Regional Interstate Child Support Association, acting through its officers or agents, in the management of the Exposition.

1. Date and Hours of Exposition

Monday, May 2: 7:30 a.m. - 5:00 p.m. (Closed 12:00 - 1:30 p.m.)
Tuesday, May 3: 7:30 a.m. - 5:00 p.m. (Closed 12:00 - 1:30 p.m.)
Wednesday, May 4: 7:30 a.m. - 10:30 a.m.

2. Exposition Sponsorship and Objectives

The Exposition is produced by, and is the property of ERICSA. The Exposition is a practical, educational adjunct to the professional meetings held during ERICSA's Annual Training Conference. The exposition is meant to supplement the professional meetings by providing a forum where child support enforcement professionals can learn about the various types of products, services, and information available to them. Exhibitors are expected to display their products and/or discuss their services with awareness of the professional and practical needs of ERICSA members. ERICSA reserves the right to refuse space to any applicant who, in the opinion of ERICSA, is unlikely to contribute to the overall objectives of the Annual Training Conference.

3. Exhibitor Representative Responsibilities

Each Exhibitor shall name a person to be identified as the official on-site representative and responsible party. This representative shall be authorized to enter into such contracts as may be necessary for fulfillment of obligations to ERICSA and to other contractors and subcontractors. Each paid exhibiting company is entitled to one complimentary conference registration.

4. Contract for Space

The application for exhibit space, notice of space assignment by ERICSA and full payment of booth fees altogether constitute a contract for a right to use space. Applications should be completed and be accompanied by payment in full. No pre-paid fees will be refunded on cancellations made after March 31, 2016. Cancellations on or before March 31 are entitled to receive a 50% refund.

5. Installation and Dismantling

Exhibits must be installed between 12:00 p.m. and 5:00 p.m. on Sunday. Any space unclaimed by 5:00 p.m. on Sunday, May 1 may be reassigned without refund of fees paid. ERICSA will not be liable for any incurred expenses.

The ERICSA Exposition officially closes on Wednesday, May 4, 2016, at 10:30 a.m. **Exhibitors may not dismantle or disturb their exhibits until after the official closing.** All exhibitors and accompanying supplies must be dismantled and removed from the exhibit hall by 2:00 p.m., Wednesday, May 4, 2016.

6. Use of Exhibit Space

No exhibitor shall assign, sublet, or share the whole or any part of the space allocated without the consent of Management and approval of the terms thereof. No exhibitor is permitted to show goods other than those manufactured or handled in its regular course of business. No firm, organization or individual not assigned space in the Exhibit hall will be permitted to solicit business, in any manner, within the Exhibit hall.

7. Care of Buildings/Regulations

Exhibitors or their agents shall not deface walls/floors of the building, booths, and/or equipment or furnishings in a booth. Exhibitor will be held liable for any such damage caused by its agents or employees. Exhibitor assumes full responsibility for: complying with union regulations; local, city and/or state laws regarding sales taxes; and regulations concerning fire, safety, electrical wiring and health.

8. Location of Exhibits

Management reserves the right to alter the location of exhibits or booths shown on the official floor plan, as it deems advisable and in the best interest of the Exposition.

9. Liability and Insurance

Management and the Hilton Myrtle Beach will take reasonable precautions to safeguard the Exhibitor's property; however, Management and the Hilton Myrtle Beach will not be liable for loss or damage to property of the Exhibitor or its representatives or employees from theft, fire, accident, or any other cause beyond its control. Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save ERICSA and the Hershey Lodge, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Hershey Lodge and its employees and agents.

The Exhibitor understands that neither Management nor the Hilton Myrtle Beach maintains insurance covering the exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than \$2,000,000 Combined Single Limit for personal injury and property damage.

10. Failure to Open Exposition

In case the premises of the Hilton Myrtle Beach area therein shall be destroyed or damaged, or if the ERICSA Exposition fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of God, emergency declared by any government agency, or for any other reason, this contract may be terminated by ERICSA. In the event of such termination the Exhibitor waives any and all damages and claims for damages and agrees that the sole liability of ERICSA shall be to return to each exhibitor its space payments, less a pro rata of all costs and expenses incurred and committed by ERICSA.

11. Drayage and Decorating

ERICSA's official service contractor for the 2016 Exposition is:

Convention Makers
4501 Hwy 544
Myrtle Beach, SC 29588
Phone: 843-650-6300
Fax: 843-650-6301

Exhibitor service packs will be available to all confirmed Exhibitors on or about February 15, 2016. The kit will contain all necessary forms for ordering furniture, decorations, shipping and storage, labor, electrical and telephone connections.

12. Regulations and Contract

These regulations have been formulated in the best interest of all concerned and become part of the contract between the Exhibitor and ERICSA. All matters and questions not covered by these regulations are subject to the decisions of Management.

Hilton Myrtle Beach Resort
Palisades DEF, GHI 30 - 8x10

Show: ERICSA 2016

