



NORFOLK

VIRGINIA

62ND ANNUAL
TRAINING
CONFERENCE &
EXPOSITION

MAY 18-22, 2025

EXHIBITOR AND SPONSOR PACKET



Eastern Regional Interstate Child Support Association 62nd Annual Training Conference

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 18, and must not be dismantled until after 10:30 a.m. on Wednesday, May 21. **No exceptions!**

Sunday, May 18

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

Monday, May 19

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

Tuesday, May 20

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

Wednesday, May 21

7:30 a.m. – 10:30 a.m. Exhibit Hall Open
Events scheduled:
- Continental Breakfast
- AM Refreshment Break
Hall Closed
10:30 a.m. Exhibits Dismantle/Move-Out
10:30 a.m. - 12:00 p.m.

Exhibitor Fees

Single Booth: \$1,500.00
8' x 10'

Double Booth: \$2,750.00
8' x 20'

The exhibitor fee includes:

- One (1) full conference registration (per booth)
- 8' high back black drape and 3' high side black drape
- 8' draped table and 2 chairs
- Logo and link on the conference website and app
- Conference attendee list emailed one week before the conference

Drayage and Decorating

The official service contractor for the 2025 Exposition is Premier Exhibit & Event Services, L.L.C.

Exhibitor Service Kits will be available to exhibitors on or about March 7th, following booth confirmation and payment of fees. The kit will identify the drayage vendor and contain all the necessary forms for ordering furniture, decorations, shipping storage, and labor.

Shipping/Receiving

Exhibitors are encouraged to ship their materials through the drayage vendor.

Pipe & Drape

The booth's back drapes and side rails will be black. The table will have a black tablecloth and skirt.

Carpeting & Ceiling Height

The Exhibit Hall is carpeted. The ceiling height is 24'.

Assignment of Space

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

Sponsorships

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

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

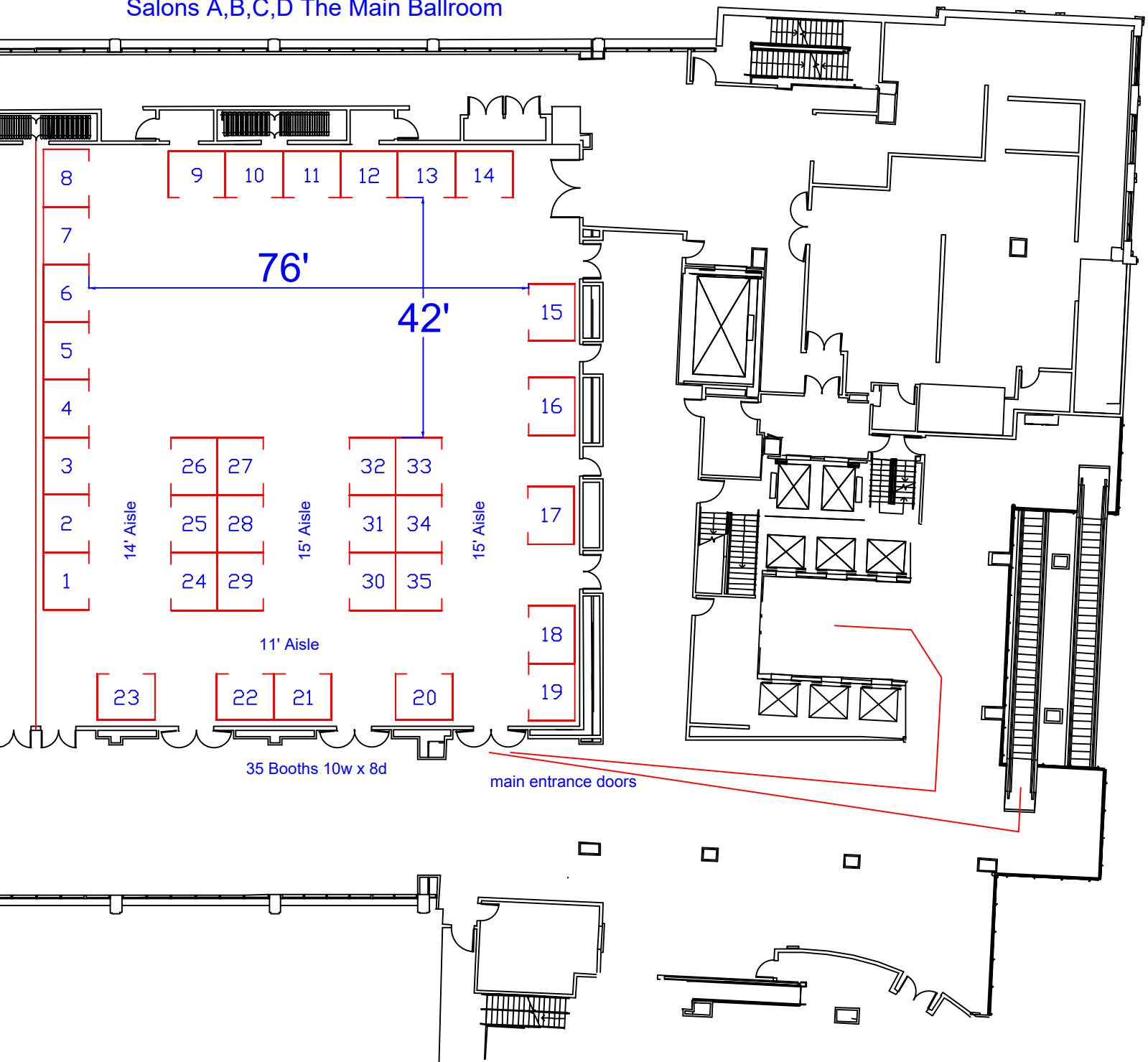
Conference Registration

Exhibitors must designate one representative to receive one conference 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 breakout sessions, and ERICSA sponsored social events.

"Floor Pass Only" registrations are available for \$150 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 materials or to attend conference functions or events, including plenary and educational breakout sessions.

Exhibitor personnel should register in advance. Badges and registration packets will be available at the Registration Desk at the Hilton Norfolk The Main starting on Sunday, May 18th at 12:00 p.m.

ERICSA
May 18 - 21, 2025
Hilton Norfolk The Main
Salons A,B,C,D The Main Ballroom





Eastern Regional Interstate Child Support Association 62nd Annual Training Conference

Official Conference Hotel

Hilton Norfolk The Main is the hotel for the ERICSA Conference.

Hilton Norfolk The Main

100 East Main Street
Norfolk, VA 23510

Room rates: Single / Double \$169 plus tax

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

The room block will be announced soon with booking instructions.

Exhibit Hall Location

The exhibit hall is in the Main Ballroom on the Fourth Level.

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 or use of meeting space must be approved in advance by ERICSA.

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

Advisory Notice Regarding Outside Solicitations

Please be advised that numerous companies have been emailing our sponsors and exhibitors, attempting to book them into hotels or sell attendee lists for our events. These companies have no relationship with us. We encourage you to ignore any communication from these companies or others not affiliated with ERICSA or MgR & Associates. If you are in doubt, please forward the email to info@ericsa.org.

Multiple Elite and Premier Partnerships

Sponsorships are on a first-come, first-served basis. If a sponsor is interested in both an Elite and Premier Partnership, one will be given on a first-come, first-served basis, and the additional sponsorship will be confirmed once we have given equal opportunity to the other sponsors in those categories. Please mark which sponsorship is preferred.

Payment of Fees

ERICSA will reserve your exhibit space only with full payment.

Please complete the enclosed Sponsor and/or Exhibitor Application and send it with payment to the address below. Applications sent via email are preferred.

ERICSA
c/o MgR & Associates
PO Box 67585
Albuquerque, NM 87193
505-250-2906
info@ericsa.org

Please complete an online registration or a registration form for the person receiving the complimentary registration.



Eastern Regional Interstate Child Support Association 62nd Annual Training Conference

Sponsorship Information

Sponsorship Benefits

- One (1) complimentary conference registration for every \$3,000 in sponsorship
- Listing of conference attendees emailed one week before the conference
- Logo placement on the conference website and app
- Recognition during sponsored event
- Company name on event-specific signage
- Placement of a single advertisement/promotional item in the conference bag for \$3,000+ in sponsorship
- Additional benefits for **Elite and Premier Partnerships** include:
 - sponsor's logo and link to their website on the ERICSA Conference Website homepage and the logo in conference email announcements
 - first come, first serve sponsorship selection of one 2025 Webinar or a 2025 Intergovernmental Training Event breakout session

Elite Partnership \$7,500*

Wednesday Dinner Banquet**	Sole Sponsor	\$7,500	SOLD
President's Reception	Sole Sponsor	\$7,500	

* Includes sponsorship of a 2025 Webinar or one 2025 Intergovernmental Training Event breakout session

** Includes sponsorship of the plenary session of the 2025 Intergovernmental Training Event

Premier Partnership \$5,500*

Mobile Event App	Sole Sponsor	\$5,500	
Plenary Chair Bands (sponsor's logo on bands that will be placed on the chairs in the plenary room for the duration of the conference)	Sole Sponsor	\$5,500	
Conference Tote Bag (name/logo on bag w/ERICSA)	Sole Sponsor	\$5,500	SOLD
Conference Lanyard for name badge (name/logo on lanyard w/ERICSA)	Sole Sponsor	\$5,500	SOLD
Water Bottle (name/logo on water bottle w/ERICSA)	Sole Sponsor	\$5,500	SOLD
Hotel Key Cards (name/logo on front of key card)	Sole Sponsor	\$5,500	SOLD
Registration (sponsor's logo on all registration materials and announcements, also includes a Vendor Spotlight)	Sole Sponsor	\$5,500	

*Includes sponsorship of a 2025 Webinar or one 2025 Intergovernmental Training Event breakout session



Eastern Regional Interstate Child Support Association 62nd Annual Training Conference

Signature Partnership \$3,000 - \$3,500

Monday Continental Breakfast & AM & PM Break*	Sole Sponsor	\$3,500	
Tuesday Continental Breakfast & AM & PM Break*	Sole Sponsor	\$3,500	
Wednesday Continental Breakfast & AM & PM Break*	Sole Sponsor	\$3,500	
Thursday Business Meeting Breakfast and ERICSA Wars Plenary*	Sole Sponsor	\$3,500	
Wednesday After Party Entertainment	Sole Sponsor	\$3,000	SOLD
Photo Booth	Sole Sponsor	\$3,000	
Signage (sponsor logo on breakout session signage)	Sole Sponsor	\$3,000	

*Includes sponsorship of a 2025 Webinar or one 2025 Intergovernmental Training Event breakout session

Preferred Partnership \$2,000 and below

Conference Notebook (logo on front of notebook)	Sole Sponsor	\$2,000	SOLD
Exhibitor Guide (logo on front of guide)	Sole Sponsor	\$2,000	
Opening Ceremonies Monday Plenary	Sole Sponsor	\$2,000	SOLD
Tuesday Plenary	Sole Sponsor	\$2,000	SOLD
Wednesday Plenary	Sole Sponsor	\$2,000	
Vendor Spotlight (see below for details)	Multiple Sponsors	\$2,000	
First Timers Meeting	Sole Sponsor	\$1,500	
Volunteer T-Shirts (logo on approx. 35 volunteer t-shirts)	Sole Sponsor	\$1,000	SOLD

Contributing Partnership - \$500

Conference Supporting Sponsorships

Cash donation - Not designated to a specific event/item

**** Please contact Corrina Smith at 505-250-2906 or Corrina@mgr-events.com**

Vendor Spotlight Information

Vendor Spotlights will allow vendors the opportunity to use workshop space or another conference space once before the plenary (M-W) from 7:15 a.m. to 8:15 a.m. or during lunch from 12:15 p.m. to 1:15 p.m. The vendor will be responsible for any additional accommodations or meals provided to their attendees. The vendor will be provided a conference attendee list, or they can publish spotlight details in the app if it is open to all attendees. Attendance is limited to 40 people. No additional room set-up or AV will be provided on behalf of ERICSA, but AV equipment and room set-up can be used at their discretion.

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



Eastern Regional Interstate Child Support Association 62nd Annual Training Conference

Sponsorship Commitment Form

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

_____ Level _____
(List activity to sponsor)

(If you would like to request more than two events, please make additional lines if answering electronically, or add a page if printing the form. If you are sponsoring both an Elite and Premier Partnership, please mark which one is preferred.)

Please print or type.

Company/Organization Name: _____

Authorized Contact Person: _____

Job Title: _____

Address: _____

Phone: _____ Email: _____

Please provide the name of the individual/company/organization as you would like it to appear in the *Conference App* and on signage announcing your sponsorship: _____

Total Due: \$ _____

Payment Method

Check # _____

or

Credit Card: ☐ MasterCard ☐ Visa ☐ AMEX ☐ Discover

Cardholder Name: _____ Security Code: _____

Card # _____ Exp. Date: _____

Billing Address (if different than above): _____

Signature: _____

*****Full payment is due on or before May 2, 2025*****

Return completed forms and payment to:

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

Or via email (preferred): info@ericsa.org

We appreciate your support and look forward to seeing you in Norfolk, Virginia!



Eastern Regional Interstate Child Support Association 62nd Annual Training Conference

Exhibitor Application

In accordance with the exhibit regulations governing the rental of exhibit space (see the next page), the undersigned hereby applies for exhibit space at ERICSA's 62nd Annual Training Conference in Norfolk, Virginia, Sunday, May 18 – Thursday, May 22, 2025. 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 no booth assignments will occur until the application AND fees are paid in full.**

Section 1 Booth Location

Booth assignments are based upon the date of receipt of the Exhibitor Application and payment in full, as well as proximity to the competitive or conflicting organizations.

Booth Location Preference. (Please list your first and second choices for booth location.)

List any organizations you do not wish to be located nearby. (We will make every effort to accommodate your request, but we cannot guarantee this.)

Section 2 Booth Fees

Single Booth: \$1,500.00 Double Booth: \$2,750.00

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 will receive all relevant exhibition materials, including booth confirmation and the service kit. Conference and exhibitor floor pass attendees must register for the conference.

Please Print

Official Exhibit Representative

Job Title

Organization

Address

City/State/Zip

Telephone #

Email

Section 4 Signature

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

I understand and agree to abide by the official regulations on 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
Or via email (preferred): info@ericsa.org

For questions: Phone: 505-250-2906 or
Email: Corrina@mgr-events.com



Eastern Regional Interstate Child Support Association 62nd Annual Training Conference

Official Exposition Regulations

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

1. Date and Hours of Exposition

Monday, May 19: 7:30 a.m. – 5:00 p.m.
Tuesday, May 20: 7:30 a.m. – 5:00 p.m.
Wednesday, May 21: 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 various products, services, and information. 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 necessary to fulfill obligations to ERICSA and 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 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 April 1, 2025. Cancellations on or before April 1 are entitled to a 50% refund.

5. Installation and Dismantling

Exhibits must be installed between 12:00 p.m. and 5:00 p.m. on Sunday, May 18. Any space unclaimed by 5:00 p.m. on Sunday, May 18, 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 21, 2025, 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 12:00 p.m., Wednesday, May 21, 2025.

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. The exhibitor will be held liable for any damage caused by its agents or employees. Exhibitor assumes full responsibility for complying with union regulations, local, city, and 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 Exhibition.

9. Liability and Insurance

Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save Hotel, its owners, its operator, 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 Hotel and its employees and agents.

Exhibitor shall 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 and specifically referring to the Contractual liability set forth in this agreement in an amount not less than \$2,000,000 Combined Single Limit for personal injury and property damage.

Hotel, its owners, and its operator shall be included in such policies as additional named insureds. In addition, the Exhibitor acknowledges that neither Hotel, its owners, nor its operator maintains insurance covering the exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance, insuring any losses.

10. Failure to Open Exposition

In case the premises of Hilton Norfolk The Main 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 because 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 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

The official service contractor for the 2025 Exposition is Premier Exhibit & Event Services, L.L.C.

Exhibitor Service Kits will be available to exhibitors on or about March 7th, following booth confirmation and payment of fees. The kit will contain all the necessary forms for ordering furniture, decorations, shipping storage, and labor.

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.