



Exhibit Registration Form

Lancaster Marriott at Penn Square and Lancaster Convention Center
 25 South Queen Street | Lancaster, PA 17603

The information provided will be used as your listing in the Conference Program, if received by August 18, 2017

Company Name: _____ Date: _____
 Contact Name: _____ E-Mail _____
 Business Address: _____
 City/State/ZIP _____
 Preferred Phone: _____ Website _____

Company Profile for Program (20-25 words maximum)

I, the undersigned, do hereby make application for exhibit space at the 2017 ABWA National Women's Leadership Conference. I have read and agree to comply with all exhibit regulations as presented on the following pages of this brochure. We acknowledge and agree that this signed application becomes a binding contract and penalties will be charged if we cancel.

Print name: _____
 Authorization signature: _____

Send Exhibit Sales/ ABWA Management, LLC.
 payment to: 9820 Metcalf Ave., Suite 110
 Overland Park, KS 66212

Fax completed form to: Cynthia Bell at 913-660-0101

Email completed form to: cbell@abwa.org

Questions? Please call Cynthia Bell at 913-732-5100 x 258

There is no category exclusivity. However, ABWA will impose limits to the number of vendors per category. Please check the item(s) your company plans to exhibit. Only those items checked and described in detail will be allowed in the booth.

List in order what is most prominent in booth with #1 as the most prominent item.

- ___ Apparel (Dresses, Jackets, Pants, Blouses, etc.)
- ___ Business Products and/or Services
- ___ Children: Apparel, Toys, Games
- ___ Government/Non-Profit /Educational/ Medical
- ___ Fashion Accessories (Scarves, Handbags, Shoes, etc.)
- ___ Financial Planning/Investment Information/Insurance
- ___ Health/Beauty/Fitness/Skin Care/Wellness
- ___ Home: Bed/Bath, Kitchen, Gourmet Foods, Hobbies

___ Jewelry: Style _____
 (Please submit photographs of jewelry to be exhibited)

- ___ Training/Development/Educational Tapes/Books
- ___ Other _____

PLEASE NOTE: ABWA Management, LLC reserves the authority to approve all products/services sold/displayed by exhibitors. If an exhibitor attempts to sell unapproved items, he/she will be asked to vacate the booth space and will not receive a refund.

Payment Information

If payment is made by credit card, the balance of the booth fee will automatically be charged to the card listed on this contract on Sept. 29, 2017. If paid by check, the exhibitor is responsible

for sending the balance by Sept. 15, 2017 ABWA reserves the right to resell or reassign booth space for any reserved booth location that is not paid in full by September 15, 2017.

Payment by Check, enclosed (No verbal reservations/must make a deposit to reserve a booth.)

Credit Card Payment: VISA MasterCard Discover

Booth Fee (Prices are on floor plan) \$ _____
 See booth diagram on the front page.

Additional table rental \$50.00 each \$ _____

Credit card # _____

TOTAL BOOTH PAYMENT \$ _____

Signature on card _____

Deposit 50% of total \$ _____

**Address of credit card if different than above business address: _____

Balance Due by Sept. 15, 2017 \$ _____

Expiration Date: _____ Three-digit security number _____

ABWA Exhibitor Registration Information

2017 ABWA National Women's Leadership Conference

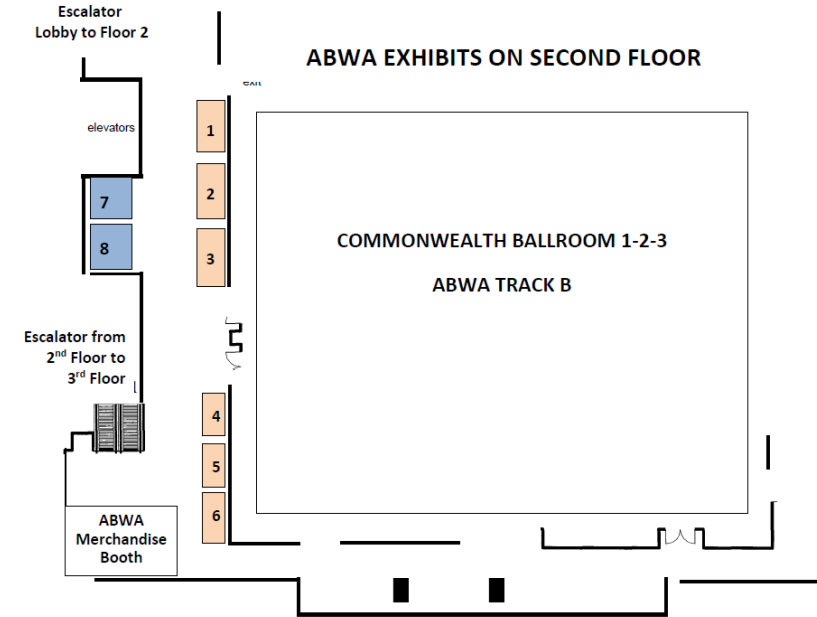
October 11-14, 2017 • Lancaster, PA

Exhibit Floor Plan –Levels 2 and 3

Exhibit Dates—Oct. 12-14, 2017

Note: The conference start date is October 11, 2017.

All exhibit spaces include a draped six foot table, and two chairs. There will not be side or back draping.



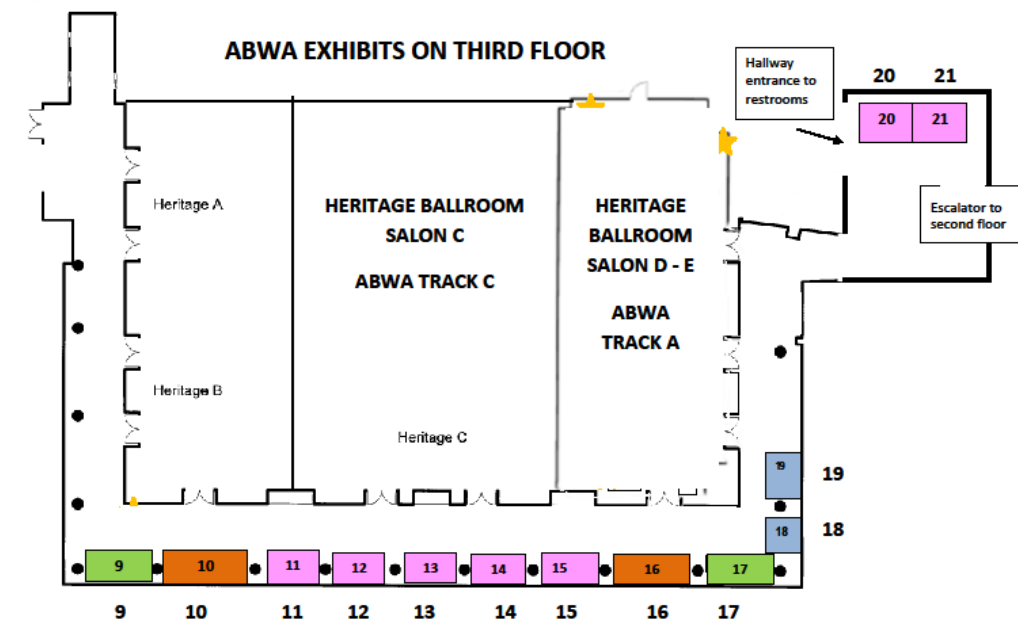
Second Floor Exhibit Space

- Booths 1—6 spaces are Tabletop Only.
 No extra tables are allowed due to aisle width.
 10 ft wide X 5 ft. deep \$300.00 ea.
- Booths 7 & 8
 8 ft. wide and 8 ft deep \$400.00 ea.

Third Floor Exhibit Space

Exhibit spaces 9-21 vary in width because of concrete columns between some booths.

- Booths 18 & 19
 7 ft. wide X 9 ft. deep \$400.00
- Booths 11, 12, 13, 14, 15, 20 & 21
 11 ft. wide X 9 ft. deep \$475.00
- Booths 9 & 17
 14 ft. wide X 9 ft. deep \$500.00
- Booths 10 & 16
 17 ft. wide X 9 ft. deep \$600.00



Lancaster Marriott at Penn Square and
 The Lancaster County Convention Center
 25 South Queen Street | Lancaster, PA 17603

2017 – ABWA Exhibit Terms and Conditions

NATIONAL WOMEN'S LEADERSHIP CONFERENCE

OCTOBER 11-14, 2017

Lancaster Marriott at Penn Square and the Lancaster County Convention Center

25 South Queen Street Lancaster, PA 17603 • 717.239.1600

The Lancaster Marriott at Penn Square is connected to the Lancaster County Convention Center (LCCC). Exhibits are located in the prefunction space of the Commonwealth and Heritage Ballrooms on the second and third floors. ABWA breakout sessions will be held in these ballrooms rooms.

EXHIBIT DISPLAY SPACE:

◆ **Exhibit sizes vary. Refer to the floor plans on the front page.**

- ◆ One 6 foot exhibit table draped in black
- ◆ Two side chairs
- ◆ Company name on a sign
- ◆ One wastebasket

The prefunction space is carpeted.

Exhibit space will not be held without a deposit. Vendor space will be assigned by ABWA Management, LLC, upon registration with deposit. We accept Visa, MasterCard, or Discover, or your personal check/money order.

(We do not take American Express.)

Table assignments are made by ABWA Management LLC to ensure separation of business categories.

Exhibitors and ABWA Management, LLC agree to the following:

- ABWA's name and logo are registered trademarks and cannot be affixed to or included as any part of any item.
- ABWA Management, LLC reserves the right to modify the floor plan as needed.
- ABWA Management, LLC reserves the right to decline or prohibit any exhibit that, in its judgement, is inappropriate.
- ABWA leagues may not fundraise from an exhibit booth.
- ABWA Management, LLC is not responsible for exhibitor sales performance.
- There is no vendor exclusivity. ABWA Management, LLC, reserves the authority to approve all products and/or services sold and/or displayed by exhibitors. If an exhibitor attempts to sell unapproved items, he/she will be asked to vacate the booth space and the exhibitor will not receive a refund.
- No booths may be dismantled prior to closing time, Sat., Oct. 14, at 3:00 p.m.

Cancellation/Late Payment Policy

Request for cancellation of space must be made in writing via fax or email to: ABWA Management, LLC/ Exhibits Sales Fax: 913-660-0101

Or email: cbell@abwa.org

- Exhibitors canceling booth registration after Thursday, Sept. 5, 2017, and on or before Sept. 15, 2017, will be assessed a fee of \$350 per exhibit space reserved

- **No refunds will be given after September 29, 2017.**

If full payment is not received by Friday, Sept. 29, 2017, ABWA Management, LLC, has the right to resell or reassign space for any premium locations.

In the event the ABWA National Women's Leadership Conference is canceled due to strike, fire, government regulations, acts of God, acts of war or civil strife, or other causes beyond the control of ABWA or ABWA Management, LLC, the Association shall not be held liable for failure to hold the conference or exhibit area as scheduled.

Liability

The exhibitor, upon signing and submitting the ABWA Exhibitor Registration Form, understands that neither the Lancaster Marriott at Penn Square and the Lancaster County Convention Center nor its employees, its representatives, the 2017 ABWA National Women's Leadership Conference member committee nor any member or representative of ABWA Management, LLC, will be responsible for injury, loss, or damage that may occur to an exhibitor or to an exhibitor's property or representatives from any cause whatsoever, prior to, during, or subsequent to the period covered by the exhibitor contract. This includes the period of storage prior to and following the conference.

Sales Activity Regulations

All sales activities must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet, or share space without the consent of ABWA Management, LLC.

Deliveries

The LCCC does not have a shipping department. Therefore, exhibitors must notify ABWA if you need to ship any pallets so specific arrangements can be made.

Exhibit Dates and Hours

Hours are subject to change

Exhibitor Installation:

Wednesday, October 11, 2017
12:00 PM – 6:00 PM

Thursday, October 12, 2017
7:00 AM – 8:30 AM

Removal:

Saturday, October 14, 2017
3:00 PM – 6:00 PM

Exhibits are Open to the Public:

Thursday, October 12, 2017
8:30 AM – 6:30 PM

Friday, October 13, 2017
8:30 AM – 5:00 PM

Saturday, October 14, 2017
9:00 AM – 3:00 pm

Any applicable licenses are the responsibility of the exhibitor.

Balloons, Glitter & Other Decorations.

The use of helium balloons, glitter, and/or confetti is not permitted without the prior written approval of LCCC. Costs associated with the clean-up will be passed on to the exhibitor.

Loading Docks/Moving In

The Lancaster County Convention Center has a loading dock on Christian Street where exhibitors should load and unload their vehicles. **USE DOCK 4.** This can be accessed from East Vine St., between Queen and Dukes St.

Exhibits are on the second and third floor. There are two freight elevators; the dock coordinator will direct you to the proper elevator. Exhibitors may hand carry their items into and out of the building, or use rubber wheel, non-motorized carts.

Please keep in mind, vehicles cannot be left in the loading dock areas for extended periods of time. Vehicles must unloaded quickly, and on Saturday afternoon, loaded quickly and removed.

Parking

The Penn Square Parking Garage is next door to the LCCC. Exhibitors are responsible for their own parking.

There are also surface parking lots near Lancaster Marriott at Penn Square and the Lancaster County Convention Center. A map is on the LCCC website.

Electrical/Internet Services

The Lancaster Convention County Center exclusively supplies Electricity, Utilities and Communication Services for each exhibit. They also provide assistance in Freight & Drayage and Decoration.

- Exhibitors must order equipment needed on LCCC website.

Payment for these additional services will be the responsibility of the exhibitor.

<http://www.lancasterconventioncenter.com/exhibitor-forms-services/>

Sales Tax

Exhibitors are responsible for collecting and paying the Pennsylvania Sales Tax, with payment to the Pennsylvania Department of Revenue.

Housing

The ABWA National Women's Leadership Conference has designated the Lancaster Marriott at Penn Square as our official hotel. You can find hotel information at www.abwa.org, under the *Upcoming Events Tab*.

Food Samples

Exhibitors that plan to give-away samples or sell any food or beverage items must follow food safety handling procedures.

1. Food samples should not exceed 2 oz.
2. Do not use the hotel's or convention center's kitchen or bathrooms for washing dishes or food disposal.
3. No exhibitor may cook or prepare food at the Facility without written permission of LCCC.

Security

A Security Guard will be present in the overnight hours Thursday and Friday nights. It is recommended that small, portable articles or items of value be safeguarded at all times and removed when booths are closed.

NOTE: Be sure to wear your name badges for admittance in off hours.

Food Concessions:

The LCCC is connected to the Lancaster Marriott at Penn Square. There you will find the Penn Square Grille And Rendezvous Lounge. There are also a number of local restaurants near the convention center. To find restaurants, go online to Yelp.com and search for restaurants in Downtown Lancaster, PA.

Smoking

The LCCC is a non-smoking facility.

Professional Conduct

Exhibitors shall maintain professional behavior at all times. Exhibitors who act in an unprofessional manner will be escorted out of the Lancaster Marriott at Penn Square and the Lancaster County Convention Center by security and will not be allowed back into the building. No refunds will be given.

Photography Consent

Exhibitors grant permission to ABWA Management Company, LLC, to use images of the exhibitor (including any motion picture or still photographs made by the promoter of dealer's likeness or merchandise) for any purposes in connection with promoting the event, which may include but is not limited to advertising, promotion, and marketing. ABWA Management, LLC, may crop, alter, modify, or combine such images with other images, text, and graphics, without notifying exhibitor. Exhibitor consents to use of their name and any other information provided by dealer to the promoter to be displayed as necessary in order to promote the event.

THIS SIGNED PAGE MUST BE SUBMITTED WITH YOUR REGISTRATION.

Signature _____

Name Badges

Please list the full name of those who will be working in your booth.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Name badges and an information packet will be handed out from the ABWA Merchandise booth when you arrive at the conference.

Exhibitor Drawing

Please consider participating in the Exhibitor Drawing to be held on Saturday, Oct. 14. The retail value of your prize should be at least \$50.00.

ABWA will provide drawing slips and a container to collect the entries. You should display the prize in your booth next to the container. On Thursday and Friday when people visit your booth, encourage them to drop their business cards or the draw slips in the container. You may keep these cards and slips for your future marketing.

On Friday evening, an ABWA staff member will come to your booth and draw a name out of the container. The winning name will be posted on a sign on the container, and also listed on a large sign at the ABWA Merchandise booth. The winner will come to your booth to collect her prize.

Yes, I will participate in the Exhibitor Drawing!

Please give a brief description of your donation to appear in the Conference Program.

