

Smart Marriages Conference Exhibit Application

July 8-11, 2010 Shingle Creek Resort • www.smartmarriages.com

For Admin Use:

A _____

#/t _____

T# _____

E: _____

M: _____

IT: _____

D _____

P _____

o EXHIBIT LISTING for On-Site Packets & Web Site:

Exhibit title, director, 800#, and url will be listed at smartmarriages.com and in the On-Site Packets. We suggest using your most recognizable "brand" name (i.e. Couple Communication rather than Interpersonal Communication, Inc.) and the most recognizable person name (i.e. the founder or director rather than an exhibit staff person.) Some will recognize a brand name, others a founder's name. For examples, and to remember how you were listed in the past, see the list of 2009 Exhibits at: www.smartmarriages.com/exhibitors.html

Note that there is a space limit - all info must fit on one line in the onsite packets.

List Information as you want it listed in Conference Materials (website & onsite packets):

Exhibit Title: PLEASE PRINT (please check last year's listing to see what you used)

Name of Program Founder/Director: _____

800 number: _____

Web url: _____

Administrative Contact Person:

Address _____

City/State _____ Zip _____

Phone _____

Email _____

On-site Staff name(s) for Exhibit badge(s) – you can send these later.

IF this is your first time exhibiting at a Smart Marriages Conference, briefly describe what you will you be selling/promoting:

Exhibit Reservation & Payment:

Tables are 30" x 6' and skirted, 2 chairs & wastebasket included. There are no backboards or drapes.

Circle one:

One table \$660

Two tables \$1200

Three tables \$1750

\$ _____

Electric hook-up: \$35

Yes

No

\$ _____

Conference Attendee **Postal Mail List**

available after the conference by July 31, 2010: \$275

Yes

No

\$ _____

Check payable to: **CMFCE Exhibits enclosed for**

CMFCE, LLC: FD Tax #: 52-1991725

No credit cards/checks only.

Total: \$ _____

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EXHIBIT AGREEMENT: The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel and CMFCE, their agents, servants and employees from any and all such losses, damages and claims. As the representative of the company/organization above, I hereby make application to exhibit at the CMFCE conference having read and agreed to the terms as outlined. Submitted by (please print):

_____ Signature

_____ Date _____

Mail application with payment by check to:

CMFCE, LLC

5310 Belt Rd, NW

Washington, DC 20015 - 1961

Keep a copy of this form for your records and for shipment address, dates, etc.

YOUR CANCELLED CHECK is your receipt and the only confirmation you will receive.

CANCELLATIONS received in writing by May 23, 2010 will be refunded less \$180.

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To Reserve DVD Equipment/Internet Connection/Phone Line – Do NOT send payment

with your application. This equipment must be reserved in advance, but will be billed to you by the hotel on-site – charged to your hotel room if you are staying at Shingle Creek or payable by credit card. Note: You will NOT be able to add these services **at these rates** unless you reserve in advance. Please indicate below **whether or not** you wish to order equipment.

DVD Package (includes player, flat screen monitor, stand)

\$200 per event (Thurs - Sun):

Yes

No

Phone – outgoing line: \$175 per event (Thurs-Sun):

Yes

No

High speed Internet Connection: \$250 per event (Thurs-Sun):

Yes

No

I do not wish to order Internet cable connection from the hotel, but I do plan to use my own wifi connection service.

Yes

No

FREQUENTLY ASKED QUESTIONS:

There is no pipe and drape, and nothing can be attached to hotel walls. Signs, banners, pop-ups must be self-supporting and must fit on or behind your exhibit table(s). If you have a standing display that is more than 8 feet wide you MUST purchase a minimum of two tables. If your display is wider than the space purchased, we will try to accommodate you but must charge for the extra space. Note that there is no guarantee that we will be able to fit your display within space & fire marshal diagrams. Ditto for adding electric connections at last minute. If it is possible to add electric onsite, the hotel will charge more than 5 times the \$35 fee on the application. If you plan to use your own wifi connection service, we need to know so that we do not place you in an internet dead zone. Please be sure you indicate this on application.

Exhibit spaces are available for move-in on Wed, July 7 at 8am, however, note that Wed is slow. Those that set up Wed usually do so because they are already in the hotel presenting a preconference institute. In other words, you won't miss much traffic if you wait to set up Wed afternoon or Thurs morning.

We have excellent conference rates at the Shingle Creek Resort of \$110 single/double/; \$120 triple; \$130 quad. Call **866-996-6338** to make sleeping room reservations. Ask for the Smart Marriages rate. We encourage you to reserve ASAP as it is especially convenient to stay at the headquarters hotel.

Exhibits will be located in one large pre-function area just outside the main plenary ballroom. All locations are good, but some are 'more good'. Assignments are made in the order payment is received. Note on your application if you wish to be placed adjacent to another exhibit (or NOT adjacent to another exhibit) and we'll do our best.

If you purchase the attendee **postal address list**, the addresses may be incorporated into your database. (NOT limited to one-time use.) Addresses are NOT available before the conference. You will receive the addresses electronically within two weeks of the end of the conference. **Email addresses and phone numbers are not available for purchase.**

Exhibit registration does NOT include admission to conference events or conference meals. Exhibit personnel will receive staff badges that admit staff to the Exhibit area only. Exhibit Staff are invited to attend the conference, but to do so, must pay conference registration fees.

Materials may be shipped to Shingle Creek for arrival no earlier than June 30.

**Your Name/Your Company Name
Smart Marriages Exhibits/July 8
Shingle Creek
9939 Universal Blvd
Orlando, FL 32827**

Shingle Creek: 407-996-3314

A \$5 per box/item handling charge is payable to the hotel when you pick up your shipment.

Make sure your boxes can be easily located. There will be hundreds to sort through and there is nothing more frustrating than to find your box at the end of the conference. If shipping multiple boxes, number and identify them with bold marker with easy-to-read LARGE block printing on all 6 sides. Include your name/company name and indicate the box is 1 of 6, 2 of 6, etc. It helps to add an easy-to-spot sticker, color, or logo so Hotel can place your boxes together as they arrive – makes it easy if they can see that your shipment is a "matched set". When you arrive, check in at the Smart Marriages Registration desk outside the Gatlin Ballroom. The desk opens at 7:30am. You will be shown to your exhibit location. After you locate your exhibit, you can arrange with the hotel for delivery of your packages.

To plan book signings and staff schedule, check the Program-At-A-Glance, available on the website or in the conference brochure in February. See the '09 Program to get an idea of what to expect.

Please EMAIL if you have questions. Diane Sollee at diane@smartmarriages.com