

Fall Institute 2010

*FRYSCs Celebrating 20 Years of Success
for Kentucky's Children & Families*



EXHIBIT SHOWCASE

Join us for the 2010 Fall Institute!
Over 700 participants want to know more about
your products and services.
Space is limited so make your plans today!

FALL INSTITUTE 2010

FRYSCs Celebrating 20 Years of Success for Kentucky's Children and Families

November 10-11, 2010

Lexington Convention Center

Exhibitor Showcase Guide

This guide is designed to assist you in planning for a successful and rewarding opportunity to be a part of the annual Fall Institute. The Exhibitor Showcase Guide includes the application, rules and regulations which will constitute the entire agreement between the parties and become the Contract upon acceptance by the Fall Institute Planning Committee. Please read this information carefully.

Location

Exhibits will be located on the 2nd Floor conference area of The Lexington Convention Center, 430 West Vine Street, Lexington, KY 40507. Lodging rooms are available at a discounted rate for the Fall Institute at the Lexington Hyatt and also at the Lexington Hilton.

The Hyatt Regency rooms are \$91/night + tax for single/double. Make Hyatt reservations by calling 859.253.1234.

The Hilton rooms are \$99/night + tax for single/double. Make Hilton reservations by calling 859.231.9000.

Please make your lodging arrangements prior to October 12, 2010.

Exposure to Decision Makers

Your company will have the opportunity to meet with and market your product or service to Family Resource and Youth Services Center staff from across the Commonwealth of Kentucky. We are expecting over 700 attendees.

Space Agreement

The booth space rented is to be used solely by you, and your name must appear on the application and contract for exhibit space. It is agreed that you will not sublet any portion of that space without the written consent of the Fall Institute Planning Committee. You are entirely responsible for the booth space rented and have sole responsibility for repair and maintenance of the booth rented including the sole responsibility of keeping the booth space free from any condition that might be dangerous to persons entering the premises.

Complimentary Registration

Each exhibiting company is allotted one complimentary conference registration which permits entrance to all Fall Institute sessions, receptions, and meal events. Complimentary name badges will be provided to each staff member exhibiting.

Payment

Payment in full is required with your signed contract to reserve your booth space. Telephone requests will not secure or hold your space. Payment should be made to: FRYSCKY (Family Resource and Youth Services Coalition of Kentucky).

Assignment

Space assignments will be solely at the discretion of the Fall Institute Planning Committee. The Committee will consider exhibitors' requests along with the date the contract was received and electrical and data line needs. The Committee reserves the right to change location assignments at any time, as it may deem necessary. Once the contract has been executed and a space assignment has been made, the Committee will send written confirmation. Your booth space will be labeled upon arrival at the conference.

Shipping and Storage

If you ship by mail, motor freight, parcel post, or your own transportation, please note that shipments delivered directly to the hotel will be accepted no sooner than two days prior to the conference and an additional fee may apply to the hotel. You may ship your material to: The Lexington Convention Center (c/o Sandy Boykin); 430 West Vine St., Lexington, KY 40507

Installation and Dismantling

Exhibitors may set up their booths on Wednesday, November 10, 2010 from 9:00AM-11:00AM. All booth materials must be unpacked one hour before the stated time of opening to permit removal of empty crates and cartons from the exhibit area.

Exhibit Hours are as follows:

Wednesday, November 10th: 1:00 PM—6:00 PM

Thursday, November 11th: 8:00 AM—11:45 AM and 1:30 PM—3:30 PM

Exhibitors may begin to dismantle booths after 3:30 PM on Thursday, November 11th.

Your booth should be staffed constantly until your equipment, products, displays, etc., are crated and sealed or are officially turned over to your shipper for removal. All exhibit materials must be packed and removed from the exhibit area by 5:00 PM on Thursday, November 11, 2010.

Insurance and Liability

It is recommended that you obtain adequate insurance coverage, at your expense, for possible property loss, damage or liability for personal injury and property damage that may occur during move-in, show days, or move-out. You agree to indemnify and hold harmless the Fall Institute Planning Committee and/or the Family Resource and Youth Services Coalition of Kentucky (FRYSCKy, Inc.) for any claims arising out of your participation in the show.

The contract is irrevocable and becomes effective when the contract is signed. In the event of fire, labor strikes or any other event beyond the control of either party, this agreement will not be binding. You agree that you will comply with all Federal and State Intellectual Property Laws governing the sale of all goods and services.

Security

Neither the Fall Institute Planning Committee, Family Resource Youth Services Coalition of Kentucky, and its members or the hotel will be responsible for any loss, theft, or damage that may occur to you from any cause whatsoever or from injuries that may occur to you or your employees. Security will not be available before, during or after the conference, therefore, it is encouraged to take all booth items down each day.

Cancellation

All cancellations must be submitted in writing to the Fall Institute's Exhibit Coordinator prior to October 30, 2010. All refunds will be less a \$100 handling fee. No refund will be made after October 30, 2010. Any cancelled space or sponsorship may be resold or reassigned at the discretion of the Fall Institute Planning Committee.

Contact Information

Fall Institute Exhibit Coordinator

2220 Nicholasville Road

Suite 110-333

Lexington, KY 40503

PH: 859.333-4209

Email: FRYSCKYCOALITION@me.com

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Exhibitor Contract

Contact Information

Company Name (as you wish it to appear in the Conference materials and signage):

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Onsite Contact: _____

Phone: _____

Email: _____

Exhibit Options

Approval of exhibits, sponsors or donations is within the sole discretion of the Fall Institute Planning Committee. Fees include a pipe and draped 8x10 booth space, one 6' skirted table and 2 chairs, and listing in the conference program. Please make payment to FRYSCKY.

\$395 – Corporate Exhibitor

\$195 – Non-Profit Exhibitor

Additional expenses may be incurred based on the following items listed below. Note: If you are a paid sponsor, none of the fees listed below will be incurred. Please add them to the total payment as necessary.

Yes/No We require additional tables at \$50 (maximum 3 total) Number of additional tables needed: _____

Yes/No We require electric outlet(s) at \$75 (regardless of number)

Authorization

I hereby represent that I am authorized to submit this contract on behalf of my company; that I have thoroughly read and understand on behalf of my company the 2010 Fall Institute Exhibitor Prospectus and agree to abide by its terms. I realize no refunds will be made after October 30, 2010 and understand that this contract is complete only when accepted by the Fall Institute Planning Committee.

Authorized Signature: _____

Date: _____

Printed Name: _____ Title _____

Payment Information

Please make all payments to the:

FRYSCKY (*Family Resource and Youth Services Coalition of Kentucky*)

- Check Enclosed
- Money Order Enclosed
- Bill Me

Deadline:

All contracts and payment must be received prior to October 30, 2010.

Company Service and/or Product:

Please describe in 25 words or less your company's service and/or products. This copy will appear in the official conference program. You may attach a pre-printed synopsis, if desired.

If you have questions or need additional information, please contact the Exhibit Coordinator at 859-333-4209 or at FRYSCKYCOALITION@me.com

Please mail and fax your contract by October 30, 2010 to:

Fall Institute Exhibit Coordinator

2220 Nicholasville Road

Suite 110-333

Lexington, KY 40503

PH: 859.333-4209

Email: FRYSCKYCOALITION@me.com