



Keeping Support Flowing for Families

56TH ANNUAL
TRAINING CONFERENCE
& EXPOSITION

EXHIBITOR AND SPONSOR PACKET

MAY 19 - 23, 2019

NIAGARA FALLS





Eastern Regional Interstate Child Support Association 56th 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 19, and must not be dismantled until after 11:00am on Wednesday, May 22. **No exceptions!**

Sunday, May 19

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

Monday, May 20

7:30 a.m. – 5:00 p.m. Exhibit Hall Open
5:00 p.m. – 7:00 p.m. Exhibit Hall Open for Taste of Niagara Networking Reception
Exhibitors have the option of staffing your booth or not
Hall Closed 12:00 p.m. – 1:30 p.m.
Events scheduled:
- Continental Breakfast
- AM & PM Refreshment Breaks
- Taste of Niagara Networking Reception

Tuesday, May 21

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 22

7:30 a.m. – 11:00am Exhibit Hall Open
Hall Closed 12:00 p.m.
Events scheduled:
- Continental Breakfast
- AM Refreshment Break
11:00 a.m. - 12:00 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 2018 exhibitors who commit before 3/22/19)</i>	
Regular Fee:	\$1,400.00	\$2,400.00

The exhibitor fee includes:

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

Drayage and Decorating

The official service contractor for the 2019 Exposition is:

TBD

Exhibitor Service Kits will be available to exhibitors on or about April 5th 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

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

Pipe & Drape

Booth back drapes will be black.

Carpeting & Ceiling Height

The Exhibit Hall is **not** carpeted. The ceiling of the Exhibit Hall is sixteen (16) feet and up to twenty-eight feet (28) feet in the center of the room.

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 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 register in advance once registration is open. Badges and registration packets will be available at the Registration Desk at the Conference Center starting on Sunday, May 19th. Materials will not be mailed in advance.



Eastern Regional Interstate Child Support Association 56th Annual Training Conference

Official Conference Hotel

The Sheraton Niagara Falls is the hotel for the ERICSA Conference.

Sheraton Niagara Falls

300 Third Street
Niagara Falls, NY 14303

Room rates: Single / Double \$124 per night

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

Reserve your room at the special conference rate of \$124 per night, plus 13% tax and a \$7.95 Destination Amenity Fee, for a total of \$148.71 per night for single/double occupancy (available May 14 to May 26, 2019). An additional fee of \$10 per person will be applied for triple and quadruple occupancy. The taxes and fees are higher for rooms outside of our group block, so please disregard any other charges you may see during the booking process including the \$24.95 a night destination amenity fee and 7% DMF. Your credit card will not be charged until arrival and the charges will be adjusted to the negotiated total group rate. The cutoff date to make reservations is April 17, 2019 or until the group block is sold-out, whichever comes first.

To reserve your hotel reservation by phone, please call (800) 325-3535 and refer to group code "ERICSA" for the ERICSA conference. Or [click here](#) to reserve a room.

Exhibit Hall Location

The Conference and Event Center at Niagara Falls is the location for the ERICSA Conference.

The Conference and Event Center at Niagara Falls

101 Old Falls Street
Niagara Falls, NY 14303

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
505-250-2906
info@ericsa.org

Please be sure to complete the online registration form for the person receiving the complimentary registration



Eastern Regional Interstate Child Support Association 56th 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 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

Elite Partnership - \$ 5,000 +

Wednesday Block Party (food and beverage)	Sole Sponsor	\$7,500
President's Reception	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
Conference Lanyard for badge (name/logo on lanyard only)	Sole Sponsor	\$4,500
Hotel Key Cards (name/logo on front of key card)	Sole Sponsor	\$4,500
Taste of Niagara Networking Event (Monday Evening)	Sole Sponsor	\$4,000
Block Party – Dinner (Wednesday)	Co-Sponsor **	\$3,750 (Two available, if no sole sponsor)
Block Party – Cocktail Hour (Wednesday)	Sole Sponsor	\$3,500
Signage Sponsor	Sole Sponsor	\$3,000
Charging Station Sponsorship	Sole Sponsor	\$3,000
Business Meeting Breakfast (Thursday)	Sole Sponsor	\$3,000
Photo Booth (During Block Party, four hours)	Sole Sponsor	\$3,000

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

Continental Breakfast & AM Break (Mon., Tues., Wed.)	Sole Sponsor	\$2,500 (three days available)
Refreshment Break PM (Mon., Tues. & Wed.)	Sole Sponsor	\$2,000 (three days available)
Block Party Dunk Tank	Sole Sponsor	\$2,000
IJ Fair	Sole Sponsor	\$2,000

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

Business Meeting Breakfast (Thursday)	Co-Sponsor **	\$1,500 (Two available, if no sole sponsor)
Exhibitor Pocket Guide / Agenda-at-A-Glance	Sole Sponsor	\$1,500
Attendee Notepads	Sole Sponsor	\$1,000
Block Party Entertainment (Wednesday)	Sole Sponsor	\$1,000

Contributing Partnership - \$ 500

Conference Supporting Sponsorships	Cash donation - Not designated to specific event/item
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**** Please contact Corrina Smith at 505-250-2906 or Corrina@mgr-events.com if you are interested in sole sponsoring an event or two or to discuss another unique sponsorship not listed above.**



Eastern Regional Interstate Child Support Association 56th 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 two 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: _____ Email: _____

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

Check # _____
or
Credit Card: <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> AMEX
Cardholder Name: _____ Security Code: _____
Card # _____ Exp. Date: _____
Billing Address (if different than above): _____

Signature: _____

*****Full payment is due on or before April 26, 2019*****

Return completed forms and payment to:

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

Or email them to info@ericsa.org

We appreciate your support and look forward to seeing you in Niagara Falls!



Eastern Regional Interstate Child Support Association 56th Annual Training Conference

ERICSA Exhibitor Application

In accordance with the exhibit regulations governing rental of exhibit space (see the next page), the under-signed hereby applies for exhibit space at ERICSA's 56th Annual Training Conference in Niagara Falls, New York May 19 – 23, 2019. 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 cannot 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 2018 exhibitors who commit before 3/23/19)</i>	

Regular	Fee	\$1,400.00
	\$2,400.00	

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 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 #

Email 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
Or via email: info@ericsa.org

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



Eastern Regional Interstate Child Support Association 56th 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 20: 7:30 a.m. – 5:00 p.m. Optional 5:00 p.m. – 7:00 p.m.
(Closed 12:00 – 1:30 p.m.)
Tuesday, May 21: 7:30 a.m. – 5:00 p.m. (Closed 12:00 – 1:30 p.m.)
Wednesday, May 22: 7:30 a.m. – 11:00am (Closed 12:00 p.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 April 15, 2019. Cancellations on or before April 15 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 19 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 22, 2019, at 11:00 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 19, 2019.

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 Conference and Event Center at Niagara Falls will take reasonable precautions to safeguard the Exhibitor's property; however, Management and the Conference and Event Center at Niagara Falls 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 Conference and Event Center at Niagara Falls, 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 Conference and Event Center at Niagara Falls and its employees and agents.

The Exhibitor understands that neither Management nor the Conference and Event Center at Niagara Falls 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 Conference and Event Center at Niagara Falls 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

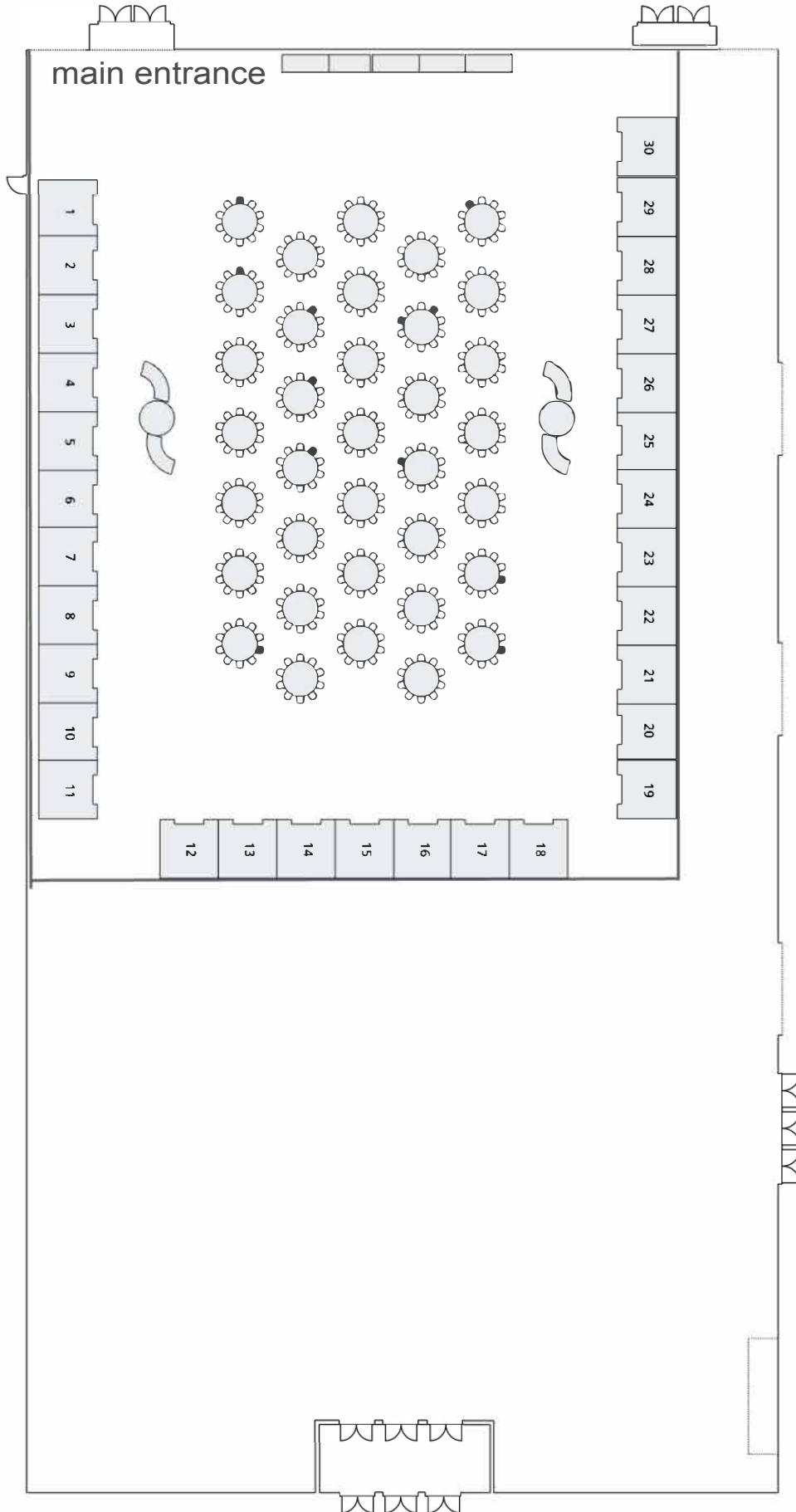
ERICSA's official service contractor for the 2019 Exposition is:
TBD

Exhibitor service packs will be available to all confirmed Exhibitors on or about April 5, 2019. 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.

ERICSA EXHIBIT HALL 2019



20 Feet