

**Exhibitor Handbook**

Thank you for supporting the UPCEA Central Regional Conference in Indianapolis! We are looking forward to an engaging and innovative event. The following pages include helpful information to make your experience as an exhibitor a great one. If you have any questions or need further assistance, please contact Kim Zaski, kzaski@upcea.edu

Best wishes,

UPCEA

**Location**

Omni Severin Hotel

40 W Jackson Pl

Indianapolis, IN 46225

UPCEA has secured a discounted rate of $169 per night for UPCEA attendees.

The deadline for this discount is September 16, 2016. To reserve your room [click here](https://www.omnihotels.com/hotels/indianapolis-severin/meetings/university-professional-and-continuing-education-association).

**Exhibit Space**

To ensure you have the maximum opportunity to connect with conference attendees, the exhibitor area for the 2016 UPCEA Central Regional Conference will be in the Mezzanine Foyer, directly outside of the concurrent session rooms.

Arrangement of Exhibits

UPCEA will provide one (1) 6 foot draped table and one chair, which will be supplied by the hotel.

Height Limitation for Displays

Exhibitors shall not display or place any product, sign, partition, person, apparatus, shelving or other construction that extends the size of the table, 72” x 30”. Height is not to exceed more than 48 inches from the table top/8 feet from the floor. Free standing displays may be placed behind the tabletop ONLY and must pertain to the height restrictions.

**Exhibit Hall Hours**

**Please note the follow Exhibit Hall hours. For the complete conference schedule,** [**click here**](http://conferences.upcea.edu/central/schedule.html)**.**

**MONDAY, October 17**

8:00–11:30 a.m. Exhibitor Setup

12:00–7:00 p.m. Exhibit Hall Open

**TUESDAY, October 18**

7:30 a.m.–6:00 p.m. Exhibit Hall Open

**WEDNESDAY, October 19**

7:30–10:30 a.m. Exhibit Hall Open

10:30 a.m.–12:00 p.m. Exhibit Hall Dismantle

**Important Deadlines**

Company Logo

* The UPCEA Central Region values your support of its 2016 regional conference. To promote your logo on the conference website, mobile app, and program, please submit your [logo via the wufoo form](https://upcea.wufoo.com/forms/qfvl6j61hfsues/) by **September 9, 2016**.

Exhibit Booth Representative

* If you have not already done so, [please click here](https://upcea.wufoo.com/forms/qfvl6j61hfsues/) to provide the name of your booth representative by **September 9, 2016**.

**Note:** Tabletops include one full conference registration. Additional registrations can be purchased at the corporate member or non-member attendee registration rate [via the conference website](http://conferences.upcea.edu/central/registration.html).

Bag Stuffing Items

The UPCEA Central Region would like to extend the opportunity for you to provide one item to be included in the conference attendee bag. **If you would like to take advantage of this opportunity, items must be received no later than October 14, 2016, and be addressed to:**

UPCEA Central Bag Stuffing

Omni Severin Hotel

40 W Jackson Pl

Indianapolis, IN 46225

**Shipments**

Exhibitors wanting to ship items in advance may do so by shipping to the facility directly. **To ensure that your package arrives in time, please schedule your shipment to arrive no earlier than Thursday, October 13, 2016, at the following address:**

Omni Severin Hotel

UPCEA Central Conference

Attn: Vendor name and cell phone

40 W Jackson Pl

Indianapolis, IN 46225

**Pre & Post Attendee List**

Exhibitors will receive one pre and post list of all the conference attendee’s names and mailing addresses. You can expect the pre-conference attendee list on 3 October and the post-conference list 7 business days after the conference on 28 October.

**Audio Visual, Electric and Internet**

Basic wireless internet is available complimentary in ALL UPCEA space for exhibitors and attendees. If you require additional internet (streaming/hard wired) you will be responsible for ordering and all charges. Electric and Audio visual is not included in the exhibitor package, if you need these items please order using the forms below through the hotel Encore team.

**Exhibit Order Form**





Encore Event Technologies at the Omni Severin Hotel

Thank you for choosing Encore Event Technologies as your Internet and audio visual equipment provider. Encore is the premier audio visual company for the Omni Severin and we look forward to assisting you with all of your technical needs during your show appearance.

The following information will help answer frequently asked questions before, during and after your event. Specific question not addressed here should be directed in e-mail form to the following address: Stephen.Viles@encore-us.com. Please include your show dates, name of your company, and your contact information.

**Q. What are the deadlines and/or cut-off dates?**

**A.**  The deadline to complete and fax all forms will be 72 hours prior to the set-up day of your show. All orders received after the 72 hour cut-off date will be considered on-site orders and will incur a **15% ADDITIONAL SERVICE CHARGE**. EQUIPMENT WILL BE SUBJECT TO AVAILABILITY.

**Q. How will I know my order was received?**

**A.**  Once your completed forms have been faxed to Encore, a written confirmation as generated by Encore should be received by you within 48 hours of receipt.

**Q. When will my credit card be charged?**

**A.**  All credit cards will be charged for the entire amount of the order on the first day of the show. All credit card orders must include the entire number, the expiration date and the CID number located on the back of the card. ORDERS WILL BE CONSIDERED INCOMPLETE WITHOUT INCLUSION OF THE REQUESTED INFORMATION AND THEREFORE WILL BE SUBJECT TO EQUIPMENT AVAILABILITY DAY OF SHOW. IF YOU ARE TAX EXEMPT A COPY OF YOUR LETTER MUST BE PROVIDED PRIOR TO THE EVENT START DATE.

**Q. Where is my equipment?**

**A.**  On set-up day the equipment you have ordered will be delivered to the exhibit floor at the hour arranged by the primary meeting planner. Should you require additional setup time, please include a note along with your order. \*Additional labor/delivery charges may apply.

**Q. How do I get a receipt?**

**A.**  Receipts for completed orders will be issued upon email request at the conclusion of the show. Please forward all requests to Stephen.Viles@encore-us.com. Please include your contact information. The name of the show and the show dates will also be helpful. If you are a 3rd party exhibitor requesting a receipt, include your company name in the request. Receipt requests will not be fulfilled until the conclusion of the show.

**Q. During the show if I have a question, who do I contact?**

**A.**  Encore will have personnel on-site in the exhibit area to assist with questions and concerns about equipment and internet lines. If you are unable to locate an Encore technician, please contact Encore via any house phone by having AV paged.

**Q. Can I bring my own networking equipment?**

**A.**  No. Customer-provided wireless access points or other network infrastructure devices are prohibited to ensure uninterrupted operation of existing hotel wireless infrastructure. Customer provided routers, switches, and other networking infrastructure devices are prohibited as to ensure uninterrupted and unimpaired operation of existing hotel network services.

Client/Exhibitor Information

NOTE: ALL SECTIONS MUST BE COMPLETED

Master Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Group/Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Booth #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dates of Event** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Requested by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**On-Site Contact** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Requestor Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**On-Site Cell #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Requestor Fax # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**On-Site E-mail** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Requestor E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

#### Total Estimated Encore AV Charges (from Page 3) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Cardholder’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Type: □ AMEX □ VISA □ MasterCard □ Diners Club (Sorry, we do not accept Discover)

#### Card Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **CID#**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Card Billing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number of Cardholder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, [PRINT] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby authorize Encore Event Technologies to post the charges listed above to my credit card. My signature confirms that I understand and agree to the Terms and Conditions outlined in this document. \*All orders are subject to a 24% Service Charge, setup labor, and applicable taxes.

Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### A LEGIBLE COPY OF CREDIT CARD FRONT AND BACK MUST ACCOMPANY THIS FORM.

**IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER. FORM MUST BE RECEIVED PRIOR TO THE START OF THE EVENT. Please complete form and return via fax: 317-396-3608 or email: Stephen.Viles@encore-us.com.**

*For Encore use only:*

*Order/Invoice Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Client/Exhibitor Order

Your Group/Organization Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Booth # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **DAILY RATE** | **QUANTITY** | **# OF DAYS** | **TOTAL** |
| Extension Cord and Power Strip (Standard amperage to run a laptop and monitor) | $15 |  |  | $ |
| Dedicated Electrical CircuitList amperage needed: | $ PER QUOTE |  |  | $ |
| Special Request (please print): | Encore Use Only: |  |  | Encore Use Only: |
| Wired Internet Access 4M shared (First line)  | $20 |  |  | $ |
| Wired Internet Access (Additional line) | $15 |  |  | $ |
| 60” LCD Monitor w/Stand & Cables | $415 |  |  | $ |
| Special Request (please print): | Encore Use Only: |  |  | Encore Use Only: |
| 20” LCD Monitor | $125 |  |  | $ |
| Blu-Ray Player | $50 |  |  | $ |
| 42” LCD Monitor w/Stand & Cables  | $250 |  |  | $ |
| Projection Options  | $ PER QUOTE |  |  | $ |
| Powered Speaker (tabletop) | $15 |  |  | $ |
| Special Request (please print): | Encore Use Only: |  |  | Encore Use Only: |
| Banner Hanging (Booth Drape required) | $65 |  |  | $ |
| Booth Drape / Backdrop Options  | $ PER QUOTE |  |  | $ |

Customer-provided cables/power cords and network devices are strictly prohibited. Please email all questions to: Stephen.viles@encore-us.com

**Subtotal of Estimated Charges $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*All orders are subject to a 24% Service Charge, setup labor, and applicable taxes.

Terms & Conditions

Encore Event Technologies (hereinafter Encore) agrees to rent their equipment in accordance with the following stipulations:

* The undersigned (thereinafter Renter) hereby assumes all responsibility for any and all damages or loss to said equipment and agrees to pay all costs of repairs if it is rendered out of service through accident, misuse or neglect.
* In case of loss or destruction of equipment or loss of possession thereof, or inability to return equipment to Encore, the Renter agrees to pay said company complete and full current replacement costs of the equipment.
* Renter Further agrees to allow free access to equipment for purpose of service or removal and guarantees to allow Encore to enter Renter’s premise at any time to service equipment and reclaim equipment upon completion of contracted rental period.
* Encore retains all title and rights to equipment and accessories and is held free of any liens or attachments which may occur while equipment is in possession of Renter.
* The Renter declares to have received the equipment in good operating condition.
* It is agreed that Encore assumes no liability for any loss, property damage or personal injuries received in conjunction with the operation or transportation of said equipment.
* Renter agrees to use equipment according to instructions and further agrees to notify Encore of any interruption of service or damage or failure of equipment.
* A day’s rental period is all or any portion of each 24-hour period starting at 07:00 and continuing through 06:59. Renter agrees to pay rental fee stipulated for the period stated. If equipment is kept for a longer period, rental fees will be charged at the stated rate until the equipment is returned to the possession of Encore.
* Labor costs included in this proposal are estimated. Actual hours and any applicable overtime will be billed at prevailing rates.
* If necessary to enforce the collection of amount due under this contract, Renter agrees to pay all collection costs and charges including court costs and attorney’s fees.
* Renter hereby acknowledges by his/her signature that payment for charges for services and goods rendered, as well as, damage or destruction to said equipment can be charged to a valid credit card in lieu of other financial agreements.
* It is understood that Encore does not own or control the telecommunications facilities used to access the Internet and that the Internet is a non-regulated public domain.
* Cancellation charges will be incurred at 100% for cancellations within 24 hours of your event.
* You are responsible for bringing your own NIC (Network Interface Card).
* All materials and equipment furnished by Encore for this service order shall remain the property of Encore and shall be removed only by Encore at the close of the meeting.
* Under no circumstances shall anyone attempt to gain unauthorized access to or tamper with any part of the network.
* You agree to remain entirely liable for all activities conducted through the network connections.
* The Network may only be used for lawful purposes and in accordance with these terms and conditions. Transition of any materials in violation of any local, state, federal, or international regulation(s) is prohibited. This includes but not limited to, copyrighted materials legally judged to be threatening or obscene, or material protected by trade secrets.
* You or your IT professional will be responsible for appropriate computer configuration for the service provided. Encore personnel cannot be responsible for making configuration changes to your personal computer.
* All computers are required to receive a DHCP assigned IP address passing through NAT from the Omni/Encore network unless other arrangements have been discussed and agreed upon with Encore Event Technologies.
* Customer provided wireless access points or other similar network infrastructure devices are prohibited to ensure uninterrupted operation of existing hotel wireless infrastructure.
* Customer provided routers; switches and other networking infrastructure devices are prohibited as to ensure uninterrupted and unimpaired operation of existing hotel network services.
* All request for services after your arrival are subject to the availability of the equipment and the services of our technicians.
An additional service charge of 15% will be assessed for all on-site orders
* These terms and conditions supersede all previous representations, understanding, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be modified by Encore at any time.
* No service will be provided without a signed copy of this form. This form must be received no later than one 72 hours prior to the meeting.
* If you are uncertain of your requirements or for any changes you must notify Stephen.viles@encore-us.com.

**MY SIGNATURE ABOVE INDICATES THAT I HAVE RECEIVED THIS EXHIBIT REQUEST FORM AND SERVES AS AGREEMENT OF MY ORDER AND ITS TERMS AND CONDITIONS, AND WARRANTS THAT THE UNDERSIGNED HAS THE AUTHORITY TO EXECUTE THIS DOCUMENT AS AN EMPLOYEE AND/OR AGENT ON BEHALF OF CUSTOMER’S EMPLOYER AND/OR PRINCIPAL, IF ANY.**