

Smart Marriages Conference Exhibit Application

July 8-11, 2009 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 2008 Exhibits at: www.smartmarriages.com/exhibitors.html

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

Exhibit Title as you want it listed in Conference Materials (website & on-site packets):

PLEASE PRINT:

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

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, 2009: \$250

Yes

No

\$ _____

Check payable to: CMFCE Exhibits enclosed for
CMFCE, LLC: FD Tax #: 52-1991725

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):

Date _____ Signature _____

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, 2009 will be refunded less \$180.

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To Reserve DVD Equipment/Internet Connection/Phone Line - DO NOT SEND PAYMENT

This equipment must be reserved in advance, but will be billed to you by the hotel when you arrive 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, monitor and stand)
\$200 per event (Wed - Sat):

Yes No

High speed Internet Connection: \$250 per event (Wed - Sat):

Yes No

Phone - outgoing line: \$175 per event (Wed - Sat):

Yes No

FREQUENTLY ASKED QUESTIONS:

Payment by check only, no credit cards.

Exhibit spaces are available for move-in on Wed, July 8 at 7am. 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).

We have excellent conference rates at the Shingle Creek Resort of \$115 single/double/; \$125 triple; \$135 quad. Call **800-996-6338** to make sleeping room reservations. Ask for the Smart Marriages rate. We encourage you to reserve ASAP as the hotel will sell out and it is especially convenient to stay at the headquarters hotel.

In Orlando, exhibits will be located in one large pre-function area just outside the main plenary ballroom.

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 July 2.

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/per item storage handling charge is payable to the hotel when you pick up your shipment.

Please make sure your boxes can be easily located. There will be hundreds to sort through and there is nothing more frustrating than to find a box Saturday, 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 is helpful add an easy-to-spot sticker, color, or logo. This helps the Hotel place your boxes together as they arrive – makes it obvious and easy for them if they can see that your shipment is a "matched set".

When you arrive, check in at the Smart Marriages Registration desk outside the Gaitlin Ballroom. The desk opens at 7am. 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 '08 Program to get an idea of what to expect.

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