

ES23 Executive Summit 2015



Exhibitor information and registration

The 23rd annual Executive Summit will be hosted at the University of California, Santa Barbara, on August 6th through 8th. We are currently accepting applications for exhibitors, and potential lecturers. Contact Scott McHone at 661-861-8861 or Scott@certfa.org to make your payment.

Fee Structure

\$500 Discounted exhibitor registration fee, per person.

Includes a tabletop booth (half of a 6' covered table, chair and electrical) plus up to two square feet of shared promotional literature table space. If your company will be lecturing for at least two hours, the Exhibitor registration fee is discounted to \$350 per person (up to two people). Four hours discounts that fee to \$250 each, and at six or more lecture hours the exhibitor registration is **FREE**. The exhibitor table must be manned at all times, except while lecturing. If your company will be lecturing, but not manning an exhibiting table, then the normal registration fees applies.

There will be a special area for floor booths of any size, up to 20'x20' and 7.5' high, with the exhibitor providing everything required, including carpeting and setup/breakdown labor. One non-dedicated 15-amp circuit outlet will be provided. Chairs and other amenities can be provided as needed, with ample advance notice of needs so that any pass-through expenses can be negotiated and quoted.

Details

Booth placement will be determined by the conference committee. Exhibitors are encourage to lecture about their products and services from an educational point of view, and will be assigned a lecture time/date on a first-come, first-served basis upon approval by the executive committee. Room assignments, speaking hours and amenities are subject to change as the expected conference participation grows. The ACFEI will make reasonable attempts minimize the impact of such changes, and to notify affected exhibitors and attendees, but is not responsible for any costs incurred.

If an exhibitor will only be on-site for one day, on the other day(s) their promotional literature will be placed on an unmanned literature table and periodically replenished. If you would like to display books, or items from other vendors, those must be approved by the executive committee at least one month prior to the conference. Other needs, such as telephone service are the sole responsibility of the exhibitor. Exhibitors are responsible for providing all other required materials, plus a power strip (or extension cord) if more than one outlet will be required or the use of a plug-in transformer.

All exhibit materials must be physically brought by the exhibitor during the conference, and removed completely upon their departure or the conference closing. Materials remaining at the close of the conference will be discarded. The exhibitor is solely responsible for all transportation, labor, setup, breakdown, cleanup, and upkeep costs associated with their promotion. Let us know early if you have special requests (e.g. space for a pop-up booth or banner) and be aware that nothing can attach to the walls or ceilings, nor produce on-going noise (e.g. a looping video with sound).

The campus is not providing labor, and items remaining at the close of the conference will be discarded, unless special pre-arrangements have been made. Damage to the campus, or other unforeseen expenses, caused by the exhibitor are the sole responsibility of the exhibitor. The floor will be secured by campus police afterhours.

Exhibit Hall Schedule

Thursday, August 6

Exhibitor Setup — 2:00 pm to 5:00 pm

Opening Ceremony — 2:00 pm to 4:00 pm

Board Meetings and Select Seminars — 4:00 pm to 6:00pm

Friday, August 7

Exhibit access — 7:30 am to 6:00 pm

Ongoing Seminars — 8:00 am to 5:45 pm

Beach Banquet — 5:45 pm to 7:45 pm

Saturday, August 8

Exhibit access — 7:30 am to 5:00 pm

Exhibitor Breakdown — 5:00 pm to 5:45 pm (no time extensions)

Ongoing Seminars — 8:15 am to 5:45 pm

Promotion

The ACFEI will actively promote the conference and the participating exhibitors. Exhibitors are encouraged to promote their participation in the ACFEI conference. Attendance is your acceptance of being recorded during the conference, and authorizing the ACFEI to all rights to use and rebroadcast any content recorded for any educational and/or promotional purpose. During the conference, exhibitors are encourage to provide portable promotional giveaways (pens, cups, flashlights, bags, etc...) to the attendees. To protect privacy, an attendee mailing list will not be available to the exhibitors. However, attendees will be wearing name badges, and will be encouraged to bring ample business cards for your follow-up.

The UC Santa Barbara campus is located on the Pacific Coast surrounded by restaurants, night clubs, and tourist destinations. The area offers ocean view golfing, kayaking, Segway beach tours, Scenic drives, the Ronald Reagan ranch, ATV and helicopter tours, 17 spas, wine tasting, and a world class zoo. Exhibitors are welcome to arrange their own off campus evening social / dinner events, and the ACFEI will help promote those without charge though its website and conference schedule publishing. Some area attractions are listed at <<http://abreboard.com/es23/index.html>>.

Travel & Hotel Accommodations

Travel and hotel arrangements are the sole responsibility of the Exhibitor, and several accommodation options are listed at <<http://TheExecutiveSummit.net>>, including the ACFEI's pre-arranged on campus dorm room rates.

The UC Santa Barbara campus is less than 10 minutes from the Santa Barbara airport <flysba.com> serviced by major carriers (Alaska, American, United and US Airways) with daily non-stop flights to/from Denver, Los Angeles, Phoenix, Portland, San Francisco and Seattle. Alternatively, Amtrak provides frequent service and the University is a 90 minute drive from Los Angeles or Burbank Airports. The UCSB campus has ample parking and an extremely close drop off point.

Liability

The Exhibitor assumes the entire responsibility and will agree to protect, indemnify, defend and save the American College of Forensic Examiners Institute (ACFEI), University of Santa Barbara, and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney’s fees arising out of or caused by Exhibitor’s installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof.

In addition, it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor. The Exhibitor further agrees that it will not exhibit its products, accessories, supplies and equipment in such a manner as to cause injury to any person on the premises or to any other property.

Cancellation

ACFEI reserves the right to cancel this contract for any reason. In case of cancellation the sole liability of ACFEI is limited to a refund of the Attendance/Exhibitor fee. If an exhibitor cancels a month before the seminar a full refund will be give. Cancelation within 2 to 4 weeks before the seminar, 50% of the Registration fee will be refunded. Within 2 weeks of the seminar, no refunds will be granted.

Exhibitor Registration Form

| | |
|---|-----------------------|
| Name: _____ | Company: _____ |
| Address: _____ | City/state/zip: _____ |
| Phone: _____ | Fax number: _____ |
| E-mail: _____ | Twitter Acct: _____ |
| Company name to appear in the program: _____ | |
| Names all your attending representatives: _____ | |

Terms and Conditions

Your signature below acknowledges receipt of the Exhibitor information and registration — Terms and Conditions and acceptance of the terms and conditions described therein. Return this agreement to: ACFEI, Attn: Scott McHone at fax 661-861-8005 or email Scott@certfa.org

Date ___/___/2015

Exhibitor/Sponsor signature _____