



ELECTION CENTER

Dear Election Services Partner:

The National Conference this year is in Detroit, Michigan from September 7th through the 11th. We invite you to exhibit beginning Sunday, September 8th and continuing through mid-morning Tuesday, September 10th.

The Election Center continues to grow in membership (now over 1800 members). This translates to new members with each year's National Conference and opportunities for you to share your products and services directly with frontline users.

We are streamlining our exhibitor offerings and membership categories, making memberships non-transferable, and building momentum for the future of the profession. You play a vital role in our efforts!

We ask for your continued support by considering sponsorship in addition to your membership &/or exhibitor fees. Sponsors will be recognized and promoted throughout the conference program.

Please visit the Election Center website (www.electioncenter.org) to register for the conference and your exhibit space(s). Chrissi Keller, our Exhibit Coordinator, is available to assist you. You can reach Chrissi at cckeller52@gmail.com or by telephone 360-652-8553.

We look forward to seeing you in Detroit and thank you for your continued support of the Election Center and our members.

Sincerely,



Tammy Patrick
Chief Executive Officer – Programs

Encl: Exhibitor Information; Conference Exhibitor Agreement (signature required); Sponsorship Form



Exhibitor Information

You are invited to participate in the Election Center's 39th Annual National Conference

DATES TO NOTE:

Conference Dates	September 7-11, 2024
Registration deadline date	August 15, 2024
Hotel deadline to receive group rate	August 15, 2024
Last date to cancel to receive refund credit	August 15, 2024
Set-up 12 – 2 pm	September 8, 2024
Breakdown 11am	September 10, 2024

EXHIBITOR INFORMATION:

- Exhibitor booth rentals are one 10X10 space
- Rates:
 - Member Rate: \$2000
 - Nonmember Rate: \$2500
- Each booth comes with one complementary conference registration. Additional registrations are available at your membership status cost (\$599 member versus \$799 non-member).
- Each booth will be provided basic 110 power at no additional charge.
- Please get your booth registration early for the best display spots. Space is assigned on a registration "First In, First Spot" basis.

HOTEL REGISTRATION:

The Detroit Renaissance Hotel will host The Election Center 39th Annual National Conference. Please see additional hotel information on the website: www.electioncenter.org.

HOSPITALITY FUNCTIONS

Hospitality/User Group functions and meeting space should be coordinated directly with the hotel. Contact information will be forthcoming.

SECURITY & PARKING:

Evening security will be provided in the exhibit area. Parking rates and information can be found on our website.

SHIPPING:

Ship to arrive no earlier than 3 business days before event. Shipping Instructions will be forthcoming.

BRIEF COMPANY DESCRIPTION: Your company write-up will appear in the Exhibitor Directory: i.e., company name, telephone number, internet address and brief description of product/company or how you wish to describe your product or company. Limited to one or two paragraphs of approximately 5-6 lines each. Scannable logo will be included if provided. Please send all information for the Exhibitor Directory to Chrissi Keller at cckeller52@gmail.com

You will be provided an attendee list which will be e-mailed to you approximately 2 weeks in advance of the start of the Conference.

Space is limited so please register early.

QUESTIONS:

Chrissi Keller, Exhibit Coordinator
13317 34th Avenue NW
Tulalip, WA 98271
T: (360) 652-8553
Cell: (425) 268-7935
Email: cckeller52@gmail.com

Election Center
403 W Grand Parkway South, STE F #404
Katy, TX 77494
T: 281-396-4309
Email: services@electioncenter.org

See you in Detroit!



Conference Exhibitor Agreement (requires signature)

Please read and email signed agreement to Exhibit Coordinator, Chrissi Keller at cckeller52@gmail.com.

This agreement is made between The Election Center/Exhibit Coordinator and the Conference Exhibitor.

Duties of the Exhibit Coordinator/Election Center

For purposes of this agreement, The Exhibit Coordinator and the Election Center are assumed to be the same entity, and therefore, any reference to one of these entities is assumed to be referenced to the other. Reference to these entities may be used interchangeably.

The Exhibit Coordinator reserves the right to fix the time for installation of a booth prior to the opening of the "show" and the time for its removal subsequent to the conclusion of the "show". All of the scheduled times for setup and tear down are listed on the "Conference Information Sheet" which is provided to the Exhibitor by the Exhibit Coordinator. The Exhibit Coordinator may reassign or sell any space not claimed and occupied two hours prior to the "show". Should the Exhibit Coordinator elect to reassign or sell unclaimed space within the aforementioned time, there will be no refund to the original Exhibitor. The Exhibit Coordinator will not assume any responsibility for the contents of the exhibitor's crates and boxes. The Exhibit Coordinator may destroy any crates/boxes not marked and identified. Any crates and boxes or other exhibit material unclaimed by the exhibitor 24 hours after the conclusion of the "show" will be removed at the exhibitor's expense. The Exhibit Coordinator will bill the Exhibitor for removal time, and/or storage together with any handling fees at a rate of \$300.00 per day. The Exhibit Coordinator will assume no responsibility for the contents of the exhibitor's crates or boxes. The Exhibit Coordinator may deny future participation to any Exhibitor that has not settled any outstanding fees or has failed to resolve any outstanding issue at least 15 days prior to the onset of any new "show".

Neither the Exhibit Coordinator, nor the exhibit facility shall assume any liability for any loss or damage to the exhibit material not properly stored or maintained before, during or after the "show".

Duties of the Exhibitor

It shall be the Exhibitor's responsibility to properly mark and identify their crates and boxes, or other materials. Any material belonging to the Exhibitor that is not properly marked or identified may be destroyed.

The Exhibitor shall occupy any assigned space at least three hours prior to the start of the "show". It shall be the exhibitor's responsibility to ensure that the installation of all exhibits is fully completed by the opening time of the "show".

The Exhibitor and/or the Exhibiting firm shall assume the responsibility for its authorized representative to follow all contract rules and regulations.

The Exhibitor shall be responsible for resolving all outstanding debts. No Exhibitor shall participate in any conference show without payment of all outstanding fees and debts that have been previously incurred.

I hereby agree to abide by all rules and procedures set forth herein, in the Election Center Exhibitor's Agreement, which are a part of the application to participate in the Election Center's Conference as an Exhibitor. My signature affixed to this contract represents acceptance of the terms and conditions contained in this agreement.

Signature: _____ Date: _____

Company/Organization: _____

Title: _____



ELECTION CENTER

Sponsorship

Sponsorship is an integral part of providing a beneficial educational experience for Election Center members. Please volunteer to sponsor our conference by contributing and completing this sponsorship form. Sponsors will be recognized in writing in the final program and via signage in the exhibit area.

Yes, _____ is delighted to sponsor:
(Company name)

Platinum Sponsorship: ___\$20,000

Gold Sponsorship: ___\$10,000

Silver Sponsorship: ___\$5,000

Total Sponsorship: \$_____

Sponsorship can be paid via check or with credit card. If paying by check, please make check payable to Election Center and indicate in memo "sponsorship". Mail this completed form (or scan and email the completed form to services@electioncenter.org) and payment to Election Center, 403 W Grand Parkway S, STE F #404, Katy, TX 77494. If paying by credit card please go to <http://www.electioncenter.org/payments.php> and in 'this payment is for' field, indicate "sponsorship" and scan and email your completed form to services@electioncenter.org

THANK YOU FOR YOUR CONTINUED SUPPORT!