



## CONFERENCE INFORMATION

*You are invited to participate in the Election Center 33<sup>rd</sup> Annual National Conference*

### DATES TO NOTE:

⇒	Conference Dates	August 19-23, 2017
⇒	<b>Registration and Check Due</b> to Ensure Space	<b>Thursday, July 27, 2017</b>
⇒	Hotel deadline to receive group rate	Thursday, July 27, 2017
⇒	Last date to cancel to receive refund credit for 2018 Conference - Minus \$50 processing fee	Monday, July 31, 2017
⇒	Setup 12 – 2 pm (no setup earlier than noon)	Sunday, August 20, 2017
⇒	Breakdown 11 A.M. (Immediately)	Tuesday, August 22, 2017

### EXHIBITOR INFORMATION:

The conference will be attended by Election Officials from throughout the United States offering you a unique opportunity to display your products to the decision makers. We anticipate a particularly strong turnout with all the changes in election laws and interest in new election technologies. Your Registration Fee includes the Welcome Reception on Sunday, Continental Breakfast on both Monday and Tuesday, and the Disney Dinner/Dance Monday night, as well as, the Graduation Luncheon on Tuesday, for two people from your company. Please get your registration in early for the best display spots. Space is assigned on a registration "First In, First Spot" basis.

### RESERVATIONS:

The Hyatt Regency Hotel Orange County, Garden Grove, California will host The Election Center 33<sup>rd</sup> Annual National Conference. See Conference brochure page 11 for hotel reservation procedures.

### FEE:

The Exhibitor registration fee for Election Center is \$2,000\* per space, for a draped 6 ft table and two chairs. Standard electric service will be provided each table. Additional power, Internet, telephone service, etc. can be obtained, and billed directly to Exhibitor, through the hotel utilizing the enclosed order form or contact Shannon Swanson at 714-740-6014; Shannon.swanson@hyatt.com. Also contact Shannon Swanson for Hospitality/User Group functions and meeting space. Your assigned space will be clearly marked upon arrival. You will be **provided an attendee list in advance only if you are a corporate member**. The Membership enrollment form is enclosed for your convenience with the Benefits and Services of membership outlined on page 16 of the Conference brochure.

**Note: Time has been allotted and actually printed in the agenda for Exhibit visitation on Monday afternoon and Tuesday morning, great opportunity to plan a presentation and/or demo.**

Space is limited so please get your registration in early. Registration will be accepted via email, fax or USPS, but will only be held until Monday, July 31<sup>st</sup>, without receipt of fees.

### OPTIONAL ITEMS:

- Guest (non-exhibitor) Disney Dinner/Dance @ \$100 per person - See conference brochure page 13 for additional ticket information.
- Orange County Tour @ \$60 per person, Wednesday, August 23<sup>rd</sup> – See conference brochure page 14-15 for information. (**Note: Reservation deadline for tour July 15, 2017**)

### SECURITY & PARKING:

Evening security will be provided for all exhibitor displays. Overnight Valet & Self -Parking fee \$16/day.

**DRAWINGS:** Exhibitor gift give away drawings will be during the Tuesday morning break, just prior to tear down.

### SHIPPING:

Ship to arrive no earlier than 3 business days before event. Ship to: Hyatt Regency Orange County, 11999 Harbor Blvd., Garden Grove, CA 92840. See attached for further Shipping & Receiving procedures.

### QUESTIONS:

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