



Dear Election Services Partner:

The National Conference this year is in Scottsdale, Arizona on August 21 – 25, 2021. We invite you to exhibit your goods and services at the Westin Kierland Hotel beginning Sunday, August 22 and continuing through Tuesday, August 24 mid-morning.

The Election Center is proud to continue the partnership with our election services companies striving to make democracy work for voters at local, state and national levels. It is why we have always spoken up for the election services industry as well as the elections profession because we know the value of those who provide goods and services to elections offices throughout America.

The Election Center continues to grow in membership and we continue to be the premier election membership organization in the United States representing all levels of government. This translates to new members with each year's National Conference and opportunities for you to share your products and services directly with the front line users.

We ask for your continued support by making contributions over and above your exhibitor fees. As we strive to keep the costs to our members as reasonable as we can, often supplementing the costs above and beyond what we collect in registration fees, the costs associated with these conferences is increasing every year. Please volunteer to sponsor these costs by contributing and completing the sponsorship sheet which is included with this announcement. Sponsors will be recognized in writing in the final program, on an easel board in the exhibit area and will be announced at the beginning of the conference program.

We look forward to seeing you in Scottsdale and thank you for your continued support of the Election Center programs and those election administrators who truly are the gatekeepers of democracy.

Please visit Election Center website to register or contact Chrissi Keller, our national exhibit coordinator, to make arrangements to participate in this year's conference. You can reach Chrissi at cckeller52@gmail.com or telephone 360-652-8553.

Sincerely yours,

Timothy Mattice
Executive Director

Encl: Exhibitor Information; Sponsorship Form; Contract (signature required); FEDEX Shipping Information; Exhibit Order Form for Westin Kierland



Exhibitor Information

You are invited to participate in the Election Center's 36th Annual National Conference

DATES TO NOTE:

Conference Dates	August 21-25, 2021
Registration deadline date	August 6, 2021
Hotel deadline to receive group rate	July 29, 2021
Last date to cancel to receive refund credit	August 6, 2021
Set-up 12 – 2 pm (no set-up prior to noon)	Sunday, August 22, 2021
Breakdown 11am (Immediately)	Tuesday, August 24, 2021

EXHIBITOR INFORMATION:

Your Registration Fee covers two (2) people from your company for Welcome Reception on Sunday, 8/22, continental breakfast both Monday, 8/23 and Tuesday, 8/24, dinner and evening event on Monday night, 8/23 and the graduation luncheon Tuesday, 8/24. Please get your registration in early for the best display spots. Space is assigned on a registration "First In, First Spot" basis.

Please check out the enclosed brochure and agenda for allotted Exhibitor times.

HOTEL RESERVATIONS:

The Westin Kierland Hotel, Scottsdale, AZ, will host The Election Center 36th Annual National Conference. Make your reservations at the Westin Kierland by going to the Election Center website on the homepage under Conference and Events and click on the registration button. You will see the hotel reservations information and link on the checkout page. This electronic registration is new this year and you can pay with a credit card or check. Please contact Chrissi Keller or the Election Center with any questions. Our contact information is at the end of this notification.

Please see additional Hotel information in the enclosed Brochure.

FEES and INFORMATION:

The Exhibitor registration fees and options can be found in the electronic registration materials on the Election Center website. Your assigned space will be clearly marked upon arrival.

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.** To receive this list, you must be an Election Center Corporate Member (please see Election Center website for Membership level and enrollment information), otherwise an attendee list will be provided on site at set-up. Space is limited so please get your registration in early.

HOSPITALITY FUNCTIONS

Please contact Barbara Kuck, Senior Event Manager, Westin Kierland, at Barbara.Kuck@westin.com or call (480)-624-1259 to arrange for Hospitality/User Group functions and meeting space.

EXTRACURRICULAR ITEMS:

Monday, 8/23 evening dinner and event
Tuesday, 8/24, graduation luncheon
Wednesday, 8/25 optional tour: Old Town Scottsdale
See enclosed Conference Brochure for details.

SECURITY & PARKING:

Evening security will be provided in the exhibit area. Parking rates and information can be found in the enclosed Conference Brochure.

SHIPPING:

Ship to arrive no earlier than 3 business days before event. Shipping address: ATTN: Name of person who will be on site to pick up the box, Election Center Exhibitor, Westin Kierland, 6902 E. Greenway Parkway, Scottsdale, AZ 85254. FedEx is the on-site hotel shipping partner. Pallets, crates, other heavier items, and any contracted truck deliveries can be scheduled for delivery by contacting Seth Hoffmeister or Rod Fessenden at 480-596-1028. Delivery and handling fees are charged, See attached for additional information and pricing.

AUDIO/VISUAL:

Each table will be provided basic 110 power at no additional charge. However, if additional power, i.e. 220, monitors, Wi-Fi, etc. is needed please contact Ryan Antrim at 847-507-2392 or complete the Exhibit Order Form attached and email as instructed.

QUESTIONS:

Chrissi Keller, Exhibit Coordinator
13317 34th Avenue NW
Tulalip, WA 98271
T: (360) 652-8553; FAX (360) 652-8625
Cell: (425) 268-7935
Email: cckeller52@gmail.com

Election Center
21946 Royal Montreal Drive, Suite 100
Katy, TX 77450
T: 281-396-4309
Email: services@electioncenter.org

See you in Scottsdale!



36th Annual National Conference
EXHIBITOR SPONSORSHIP

Sponsorship is an integral part of providing beneficial educational experience for Election Officials. 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, we are delighted to sponsor the following days;

Sunday, August 22

Minimum \$2,000 \$ _____
Suggested \$10,000 \$ _____
Other \$ _____

Monday, August 23

Minimum \$2,000 \$ _____
Suggested \$10,000 \$ _____
Other \$ _____

Tuesday, August 24

Minimum \$2,000 \$ _____
Suggested \$10,000 \$ _____
Other \$ _____

TOTAL ENCLOSED \$ _____

Sponsorship can be paid via check or credit card. If paying by check, please make check payable to the Election Center and indicate in memo "sponsorship – EC National Conference". Mail this completed form (or scan and email the completed form to services@electioncenter.org) and payment to Election Center, 21946 Royal Montreal Drive, Suite 100, Katy, TX 77450. If paying by credit card please go to <http://www.electioncenter.org/payments.php> and in 'this payment is for' field, indicate "sponsorship-EC National Conference" and scan and email your completed form to services@electioncenter.org

THANK YOU FOR YOUR CONTINUED SUPPORT!



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: _____

Title: _____

Shipping Information: Westin Kierland

FedEx Office is proud to be a partner of the Westin Kierland in offering Guest Package Services on-site. This service includes receiving all inbound packages shipped to the hotel's physical address. Use the name of the recipient who will be on-site to receive and sign for the package(s).

(Guest Name) (Convention/Conference/Group/Event Name)

The Westin Kierland Resort & Spa

6902 E. Greenway Parkway

Scottsdale, AZ, 85254

(Guest Cell Number)

Operating Hours:

Mon – Fri: 8:00am - 5:30pm

~~Closed~~ Saturday and Sunday: limited hours

Packages are available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items, may be scheduled for delivery by contacting our staff at **480.596.1028**; a delivery fee will be applied. Handling fees are charged on a per package basis determined by weight using the table below. These fees will be charged to your room unless other arrangements are made prior to it.

PACKAGE WEIGHT	PACKAGE PICKUP OR	PACKAGE PICKUP OR
	DROP OFF BY GUEST	DELIVERY BY FEDEX OFFICE
Envelopes up to 1.0 lb.	\$2.00	\$5.00
0.0 – 1.0 lb.	\$2.00	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$35.00	\$50.00
60.1 – 150.0 lbs.	\$35.00	\$70.00
Pallets & Crates*	\$150.00 or \$0.75/lb. > 200 lbs.	\$150.00 or \$0.75/lb. > 200 lbs.

We are unable to leave packages unattended in guest suites and/or meeting rooms. A guest with the authorization to sign for the delivery and approve any handling fees must be present in guest rooms and/or meeting rooms. In order to maintain the proper chain of custody, a release signature is required at the time of package pickup or package delivery to the recipient before a package can be released from FedEx Office.

If you are unable to claim their packages during normal business hours and will request the hotel provide them access to their packages during non-business hours. The hotel is able to retrieve these packages, during non-business hours. Handling fees will be charged to your room unless other arrangements are made prior to

receiving them. Non-hotel guests are not authorized to retrieve packages after hours due to our inability to charge fees to their guest room folio. Please inform them that they will need to come back during normal business hours and speak with a team member.

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. The FedEx Office Business Center can also accept packages during normal business hours, and are able to pick up any outbound shipments from your meeting space or room to assist with shipping packages. If you are needing your item(s) packed or your box is in poor condition, we are able to pack the items for you. Please keep in mind we are unable to charge any shipments to your room

If your shipment(s) are going to the same address and you are using a FedEx Account/Credit Card, please fill out only one air bill or credit card form. If your shipments are going to multiple addresses and you are using a FedEx Account/Credit Card, please fill out only one air bill or credit card form. We are unable to create a label for your shipment, unless we have all the contents and the package in our possession to process the shipment. Please clearly label your packages with the company's name and how many pieces are going to the address you provided. Any outbound package(s) and/or freight items being picked up by a third party courier, should be coordinated directly with those vendors, and communication should be sent to FedEx Office, indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third party courier transportation and/or pickup. We do have UPS package pickups/drop offs at this location and you do not need to schedule these. Please keep in mind handling fees will still be applied to any shipment, we take possession of. . If all items are going to the same address and we are able to consolidate the items into a larger box for you, this will help cut down on the shipment cost and the amount of tracking numbers. This will also help save on the cost of the outbound handling fees.

If you have pre-paid labels/Freight shipments, you will need to provide payment information to charge the handling fees too. If you are needing to print your prepaid labels Please email them to usa1060@fedex.com and we are able to print them out for you.

Exhibit Order Form

The Westin Kierland Resort & Spa · 6902 East Greenway Parkway, Scottsdale, AZ
 85254 Attn: Exhibit Entry – PSAV Westin Kierland Resort Event Technology
 Phone (480) 624-1014 Fax (480) 624-1013 Email WestinKierland@psav.com

Conference/Event Name:		Booth #		INSTALL Date/Time:		REMOVE Date/Time:			
Company Name:				Audio/Visual Item Descriptions		Daily Rate	Qty	# of Days	TOTAL
Address:									
City:	State:	Zip:		Dedicated 20a Circuit w/AC Cord & Powerstrip		\$210			
Billing Contact:		Phone #		Basic Power w/AC Cord & Powerstrip		\$85			
On-Site Contact:		Phone #		Additional AC Cord w/ 6-Outlet Powerstrip		\$42			
Email Address:				Flatscreen Monitor (60" or larger) w/Floor Stand		Call			
Method of Payment must be a Visa, MasterCard or American Express and a member of our team will call to retrieve that information during processing.				55" Flatscreen Monitor w/Floor Stand		\$810			
<p align="center">CONDITIONS & REGULATIONS</p> <p>1. Utility/wall outlets are not part of the booth space, do not provide guaranteed or reliable service, risk circuit failure due to potential overload from shared use and would result in a Basic Power charge.</p> <p>2. All equipment must be properly wired, labeled with Voltage/Amperage/Wattage and meet IEEE & NEMA standards as well as comply with all Federal, State and City regulations.</p> <p>3. Claims of equipment failure, power outages or service challenges will not be considered unless a PSAV representative is notified prior to the close of the exposition or event.</p> <p>4. Special power or wiring configurations may only be facilitated by a House Electricians.</p> <p>5. All material and equipment furnished by PSAV or The Westin Kierland in servicing this order shall remain the property of PSAV or The Westin Kierland and shall not be removed from the facilities.</p> <p>6. Power cabling must be 3-wire grounded with no open clips, bare sockets, latex, or lamp cords.</p> <p>7. Dedicated as well as heavy Power is available and subject to Labor & daily Rental Rates.</p> <p>8. Neither PSAV nor The Westin Kierland are responsible for voltage fluctuations, outages, or power failure due to misuse, external electrical provider outages, or anything covered by <i>Force Majeure</i>.</p> <p>9. Credit will not be issued for equipment or services that were ordered, provided, but not used.</p> <p>10. Payment in full is required in advance and all amounts are subject to all applicable City and State Taxes. Orders must be submitted at least two (2) weeks prior to Install Date to guarantee published rates. Orders submitted late or "on site" are subject to availability at prevailing rates and must be paid prior to delivery of equipment and/or services. If it becomes necessary for PSAV or The Westin Kierland to engage an attorney due to default on the part of the Exhibitor, Exhibitor agrees to pay all costs, expenses and attorney's fees.</p> <p>11. There will be a \$35 fee for any declined credit card transaction.</p> <p>12. Neither PSAV nor The Westin Kierland will be responsible for protests, strikes, accidents, fires, or any delays beyond our control and where the provisions of a <i>Force Majeure</i> would apply.</p> <p>I have read and understand these Conditions and Regulations of The Westin Kierland Resort and approve of all charges for equipment and services requested:</p>				32" Flatscreen Monitor w/Table Stand		\$325			
				24" Wide Screen LCD Computer Monitor		\$240			
				Blu-Ray/DVD Player		\$145			
				Laptop or PC Computer – Windows, Office		\$300			
				HP Color Network Capable Printer		\$425			
				HP B&W Network Capable Printer		\$215			
				Flip Chart w/Post-it Pad & Markers		\$100			
				Flip Chart w/Pad & Markers		\$80			
				High-Speed Wireless Internet (1 st Connection)		\$45			
				High-Speed Wireless Internet (Each additional)		\$35			
				High-Speed Wired Internet (1 st Connection)		\$300			
				High-Speed Wired Internet (Each additional)		\$75			
<p align="center">This is an abbreviated list. Please contact our PSAV Sales Team if additional equipment or services are needed such as Projection, Lighting or heavy Power.</p> <p align="center">WestinKierland@psav.com or (480) 624-1014</p>						Sub-Total		\$	
						26% Service Charge		\$	
						8.6% Tax		\$	
						GRAND TOTAL		\$	
CONFIRMATION NUMBER/BILLABLE AMOUNT: 3308-_____								\$	

Signature _____ Printed Name _____ Date _____