



Dear Election Services Partner:

The National Conference this year is in Denver, Colorado on August 20 – 24, 2022. We invite you to exhibit your goods and services at the Grand Hyatt Hotel beginning Sunday, August 21 and continuing through Tuesday, August 23 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 frontline 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 (including vendors) 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 Denver 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 the 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,

A handwritten signature in black ink that reads "Timothy Mattice". The signature is written in a cursive style.

Timothy Mattice
Executive Director

Encl: Exhibitor Information; Sponsorship Form; Contract (signature required); Shipping Information; Exhibit Order Form for Grand Hyatt Hotel.



Exhibitor Information

You are invited to participate in the Election Center's 37th Annual National Conference

DATES TO NOTE:

Conference Dates	August 20-24, 2022
Registration deadline date	August 5, 2022
Hotel deadline to receive group rate	July 27, 2022
Last date to cancel to receive refund credit	August 5, 2022
Set-up 12 – 2 pm (no set-up prior to noon)	Sunday, August 21, 2022
Breakdown 11am (Immediately)	Tuesday, August 23, 2022

EXHIBITOR INFORMATION:

Your Registration Fee covers two (2) people from your company for Welcome Reception on Sunday, 8/21, continental breakfast both Monday, 8/22 & Tuesday, 8/23, dinner and evening event on Monday night, 8/22 and the graduation luncheon Tuesday, 8/23. 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 Grand Hyatt Hotel, Denver, CO, will host The Election Center 37th Annual National Conference. Make your reservations at the Grand Hyatt 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 was new last 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 Event Coordinator Jasmine Davis, Event Planning Manager, Grand Hyatt, at: jasmine.davis@hyatt.com to arrange for Hospitality/User Group functions and meeting space.

EXTRACURRICULAR ITEMS:

Monday, 8/22 evening dinner and event

Tuesday, 8/23, graduation luncheon

Wednesday, 8/24 optional tour: Denver City Tour (information and registration on the Electioncenter.org website) also 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, 1750 Welton St, Denver, CO 80202.

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 Erin Nixon, Grand Hyatt, at: erin.nixon@hyatt.com 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 Denver!



37th 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 21

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

Monday, August 22

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

Tuesday, August 23

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

Wednesday, August 24 (day long tour of Denver)

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: _____

Grand Hyatt Exhibitor Information

The following information is for all groups with exhibits that will be using the hotel to setup their tables. This document is to be shared with all exhibitors.

Exhibit Tables:

The Hotel will provide each vendor with the set-up and teardown of the following:

- One 6'x30" table with a black cloth
- Two chairs
- One adjustable easel
- One wastebasket

General Waiver:

- Attached waiver must be signed by each vendor or Group Contact
- Vendor to send signed waiver to Group Contact
- All signed waivers to be collected by Group Contact and presented to group's Event Planning Manager two weeks prior to group arrival

Load-in:

- Load-in is only allowed through the loading dock or freight elevator based on availability and the type of items being delivered.
- If the freight elevator will be used, the truck will require a lift gate and a forklift to move items from truck to elevator.
- Inform your Group Contact the method of shipment that will be used for all materials (boxes/pallets, etc.) as special arrangements must be made.
- Loading Dock / Freight Elevator Information

Location	18th Street (between Welton and Glenarm on left)
Hours	6:00 a.m. to 4:00 pm
After Hours	Contact the Group Event Planning Manager to make
Dock Entrance	12'4" and the maximum truck length is 20'
Dock Height	3'10"
Hotel Service	Entrance is 3'6" wide and height is 7'
Freight Elevator	Opens onto 18th Street and loads into the Colorado Ballroom
Hours	Flexible based on availability of the Colorado Ballroom
Weight Capacity	15,000 pounds
Height	11'11"
Width	13'9"
Depth	21'7"

Audio/Visual/Power:

- ENCORE is the Hotel's in-house AV provider
- Exhibitor Audio Visual Form is included for any AV, Internet, and Power needs

Security:

- The exhibit area is not secured. Please do not leave valuable items unattended at any time.
- Security can be provided through the hotel (Election Center will work with Hotel to provide security)

Grand Hyatt Package Shipping /Handling Policy

Shipping / Receiving

Our receiving department is open Monday through Friday 6:00 a.m. to 4:00 p.m. They will coordinate receipt and delivery of small packages to guestrooms and meeting rooms. Packages should not arrive more than five (5) days prior to date required. Shipments arriving more than five (5) days prior may be subject to an additional storage fee. Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss or damage. Inform your Hotel Contact if you are using a freight or drayage company.

Please address any materials sent to the Hotel to the following:

Grand Hyatt Denver, 1750 Welton St., Denver, CO 80202

CONFERENCE NAME: Election Center 37th National Conference

EXHIBIT ONSITE: Name/onsite contact

NAME C/O HOTEL CONTACT: ERIN NIXON

Boxes should have a complete return address. Please mark if there is more than one box (Box 1 of 2, Box 2 of 2)

Please note the following charges relating to package deliveries and shipment to and from the hotel:

- Boxes/Packages Incoming: \$20.00 Outgoing: \$20.00
- Pelican/Display/Hard Cases Incoming: \$75.00 Outgoing: \$75.00
- Pallets Incoming: \$200.00 Outgoing: \$200.00
- All boxes/packages can be shipped (3) three days prior to the event
- Any packages/boxes arriving earlier than (3) days prior to the event will be assessed a fee of:
 - \$10.00/day per item
 - \$250.00/day for pallets
- Exhibitors will receive an automatic email through Sertifi to complete a secure online CC authorization form for package handling fees and AV charges

Shipping Outbound

Outbound shipping arrangements will be handled by the hotel's shipping department. All materials must be sealed and properly labeled provided by the vendor. When items are ready and labeled they are to be left on the exhibit table. Hotel Staff will pick items up and deliver to the loading dock to be picked up by corresponding carrier

The appropriate shipping forms must be completed and attached to each box and/or pallet. Any remaining unlabeled boxes will be held until proper label and payment information is provided.

FedEx

If you would like to opt out of hotel package delivery to avoid fees from the hotel, you can ship, pick up, and return your packages directly to the FedEx Office Print & Ship Center located in the adjacent building of the hotel.

Please address your packages to the following FedEx office:

FedEx:
555 17th St 190
Denver, CO 80202

FedEx Business hours

Monday	9:00 AM – 8:00 PM
Tuesday	9:00 AM – 8:00 PM
Wednesday	9:00 AM – 8:00 PM
Thursday	9:00 AM – 8:00 PM
Friday	9:00 AM – 8:00 PM
Saturday	10:00 AM – 6:00 PM
Sunday	Closed

LIABILITY:

Group is responsible for submitting an executed release of liability from each Exhibitor or its third party representative in charge of providing installation and dismantling services prior to set-up. If Group fails to deliver the release, Exhibitors will be prohibited from utilizing exhibition premises. Use attached General Waiver and Release form.

GENERAL WAIVER AND RELEASE

Exhibitor shall be fully responsible to pay for any and all damages to property owned by Grand Hyatt Denver, its owners or managers which result from any act or omission of Exhibitor.

Exhibitor agrees to defend, indemnify and hold harmless, Grand Hyatt Denver, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property.

Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

Date: _____ **Exhibitor Signature:** _____

Print Name: _____

Exhibitor Company Name: _____

Grand Hyatt Exhibitor Package Shipping /Handling Form

Will you need Box or Pallet delivery assistance for your booth? **(choose one)**

- Yes**
 No

If Yes, please complete the below form. If No, please continue to the next page.

Vendor Information:

Hotel Contact:	Erin Nixon	Email: erin.nixon@hyatt.com
Conference Name:		
Conference Dates:		
Exhibit Company Name:		
Exhibit Onsite Contact Name:		
Exhibit Onsite Contact Email:		Phone:
Incoming number of packages/boxes:		Incoming pallets:
Outgoing number of packages/boxes:		Outgoing pallets:

Box Handling Fee Information:

Boxes/Packages:	Incomin	\$20.00	Outgoing:	\$20.00
Pelican/Display/Hard Cases:	Incomin	\$75.00	Outgoing:	\$75.00
Pallets:	Incomin	\$200.00	Outgoing:	\$200.00

Method of Payment: (choose one)

Charge to Credit Card *(authorization form will be emailed separately)*

OR

Charge to Guest Room *(if applicable)*

Guest			
Arrival Date:		Departure Date:	

Grand Hyatt Exhibitor Audio Visual Form

Will you need AV needs for your booth? **(choose one)**

Yes. If Yes, please complete the below form

No. If No, please send this completed packet to your Group Contact



EXHIBITOR SERVICES

Matthew Massaro

Director of Sales

matthew.massaro@encoreglobal.com

DELIVERY DATE:	DELIVERY TIME:	PICKUP DATE:	PICKUP TIME:
PROJECTION		QUANTITY	DAILY RATE
LCD PROJECTOR			\$480.00
TRIPOD SCREEN			\$95.00
25' HDMI CABLE			\$32.00
MONITOR		QUANTITY	DAILY RATE
32" MONITOR TABLE TOP			\$265.00
55" MONITOR			\$725.00
70" MONITOR			\$1140.00
FLOOR STAND			\$80.00
AUDIO		QUANTITY	DAILY RATE
PERSONAL SPEAKER			\$85.00+
INTERNET		QUANTITY	SHOW RATE
WIFI CONNECTION			\$20.00
HARD LINE CONNECTION			\$190.00
POWER		QUANTITY	SHOW RATE