

Conference Exhibitor Application Form (*All information is required)

Yes! Our organization would like to participate as an exhibitor at the 2024 Strong Families AZ Home Visiting Conference, produced by the Arizona Department of Health Services.

Please complete this form, scan and send to Dave Ryder, Veer Consulting Conference Management, at <u>dryder@veerconsulting.com</u> or fax it to 480-767-9250. For other assistance, please call 602-568-6277.

Exhibiting Organization			
Contact Name	Your Job Title		
Organization Mailing Address			
City / State / ZIP Code			
Contact E-mail	Contact Cell Phone		
Day 1:Exhibitor Table Staff Name(s) – First and Last for Name Badge production.			
Day 2: Exhibitor Table Staff Name(s) – First and Last for Name Badge production.			
Please identify your organization status	Eor-Profit Organization	Non-Profit Organization	State Agency
Check one:			
Our organization will be present with an Exhibitor table for the following date(s):			

Circle All That Apply: September 16, 2024 September 17, 2024 September 18, 2024

There is **no cost** to be an exhibitor at the conference. Exhibitor tables are on a first-come, first-served basis, up to the first 25 applications received. **Exhibitor set-up is 6:00am to 8:00am on September 16, 2024. Exhibitor hours: 8:00am – 5:00pm each day.** We will distribute logistics information approximately 4 weeks prior to the conference. Exhibitors are subject to fire marshal rules and regulations as required by the venue. Exhibitor tables consist of one (1) 6-foot rectangular banquet table with standard linen and 2 chairs. Exhibitor package **includes lunch each day for up to two (2) exhibiting table staff** with **free parking on site**, subject to availability. Exhibit space extends to the footprint of the table; please respect the space of neighboring organizations. Electrical outlets are very limited but available for exhibitors' use at no cost. To ensure immediate access to electricity at your table, exhibitors may pre-order electricity that includes a power strip with standard electrical connection which may be rented for an additional fee and requires the completion of an order form. Wi-Fi up to 10Mbps is free courtesy of the venue for exhibitors' use during the conference. Exhibitors may pre-order additional Wi-Fi speeds before August 15, 2024. Please contact <u>dryder@veerconsulting.com</u> for assistance with electricity or Wi-Fi forms.

Exhibitors acknowledge that exhibitor tables will be placed in the ballroom pre-function area which are public access spaces at the conference facility, and the Arizona Department of Health Services, Strong Families AZ, Veer Consulting Conference Management and the Wild Horse Pass Hotel and Conference Center are not responsible for materials left unattended during the conference. Exhibitors will provide Strong Families AZ c/o Veer Consulting Conference Management with **proof of liability insurance by July 30, 2024**. **State agencies are exempt from this proof of insurance requirement**. Any travel, accommodations (group's sleeping room rate \$145/night plus tax), advertisement development, shipping, materials production, etc. and costs related to these activities in conjunction with exhibiting are the responsibility of the exhibiting organization. Exhibitor sales transactions are not allowed during the conference. *Requests for exhibitor space are subject to approval by the conference planning committee*.

Printed Authorized Name and Job Title

Authorized Signature

Date

Approved by Veer Consulting Conference Management On behalf of the 2024 Strong Families AZ Home Visiting Conference Planning Team Date



