



National Lifespan Respite Conference
September 13-15, 2022

Exhibitor Information Form

Please complete this Exhibitor Information Form and the Exhibitor Agreement to reserve exhibit space for the 2022 National Lifespan Respite Conference from September 14-15, 2022, at The Madison Concourse Hotel, 1 West Dayton Street, Madison, WI, 53703. Exhibit space will be open for set-up with staff assistance on Tuesday, September 13, 2022, from 7:00 pm to 9:00 pm or by appointment. You may also set up prior to 7:30 am on Wednesday, September 14, 2022. One-day exhibitor fees are not available.

Section 1: Company/Organization Information

First Name: _____ Last Name: _____

Company/Agency Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Website: _____

Tel: (W) _____ (M) _____ (Fax) _____

Section 2: Exhibitor Table Fees

For sponsoring organizations: If you would like to be a conference sponsor, please complete a separate sponsorship form and attach to the exhibitor form. Organizations providing sponsorship of \$2,500 or more qualify for free exhibitor space, and organizations providing a \$1,000 to \$2,499 sponsorship qualify for a \$100-discounted exhibitor space. Qualifying sponsors will be given first choice of location based on sponsorship level and date of receipt of payment.

Sponsorship form attached Sponsorship form requested

All Other Exhibitors:

Exhibit Table Fees (please select one):

- For profit \$750
- Non-profit \$500 (Non-profits must attach a copy of their Federal Non-Profit Status letter with Federal Identification Number)

Fee includes:

- One 6' Table, clothed and skirted, with two chairs and wastebasket
- Electrical power upon request by checking appropriate box below
- 1 - Conference Registration including all meals and snacks (a \$395 value)

Additional fees: Wi-Fi is available throughout the conference area. Audio-visual (AV) needs are subject to additional fees. The cost of AV will be determined based on the number of exhibitors needing audio-visual services. We will notify you of these additional fees prior to the conference. Your company or agency is also responsible for any shipping costs. Materials should not be delivered to the hotel prior to **September 12, 2022**, and should be labeled for the National Lifespan Respite Conference. Boxes/packages may be subject to storage fees if they arrive prior to **September 12th, 2022**.

If you indicate yes to the AV request, we will provide more detailed information regarding fee amounts, separate order forms and instructions for payment. Do you require:

- 1) Electrical outlet? Yes No
- 2) Audio visual equipment? Yes No If yes, please specify_____

Section 3: Payment

Please note that there is no charge for Exhibit space for Champion, Hero, Ambassador and Advocate Sponsors (write Sponsor in total), and there is a discount of \$100 for Supporter Sponsors.

For profit (\$750)	\$ _____
Non-profit (\$500)	\$ _____
Less \$100 discount for \$1,000-2,499 level sponsors	\$ _____
Total	\$ _____

Please choose form of payment:

Check Make check payable to: Respite Care Association of Wisconsin and mail check to fiscal Agent: Badger Bay, 563 Carter Court, Suite B, Kimberly, WI 54136

Credit Card* VISA MasterCard Discover American Express

Card Number: _____

Security Code: _____

Expiration Date: _____

Name on Card: _____

Cardholder's Signature: _____

** If you prefer to provide your credit card information by phone, please contact Badger Bay at 920-560-5610 Monday – Friday from 8:30 am – 4:30 pm CST.*

Billing Address

Street: _____ City: _____

State: _____ Zip Code: _____

All exhibitor fees are payable no later than July 1, 2022!

To ensure your reservation of exhibitor space, please email completed forms with payment information to rcaw@badgerbay.co or mail forms and payment to conference fiscal agent: Badger Bay, 563 Carter Court, Suite B. Kimberly, WI 54316

Please include:

- a completed copy of this **Exhibitor Information Form**
- a **Sponsorship Form** if applicable
- **payment**, and
- a **signed Exhibitor Agreement**

Thank you for your Support!

Respite Care Association of Wisconsin is a 501 (c) (3) non-profit charitable organization.



Note: If you have questions about exhibitor opportunities, please contact Samantha Banker at rcaw@badgerbay.co or 920-560-5610.





National Lifespan Respite Conference
September 13-15, 2022

The Madison Concourse Hotel
1 West Dayton Street | Madison, WI

Exhibitor Agreement

Instructions

- ✓ Please read this **Agreement** carefully and complete all information required.
- ✓ Complete and sign this **Exhibitor Agreement**.
- ✓ Send this signed **Exhibitor Agreement** and the **Exhibitor Information Form** electronically to RCAW@badgerbay.co

For your Reference

- **Confirmation** – Exhibitor fees are due no later than **July 1, 2022**. A confirmation of your exhibit table assignment will be sent to you via email by **July 15, 2022**, once your forms and payment have been received. Additional instructions may be included in confirmation email.
- **Additional Fees** – Audio-visual (AV) needs are subject to additional fees. The cost of AV will be determined based on the number of exhibitors needing audio-visual services. We will notify you regarding fee amounts and provide separate order forms and instructions for payment prior to the conference.
- **Shipping and Storage** - Your company/agency is responsible for shipping costs. Conference materials may be shipped directly to the hotel for delivery no earlier **than September 12, 2022**. The shipping address is The Madison Concourse Hotel, 1 West Dayton Street, Madison, WI, 53703. There are no handling or storage fees within this timeframe.

- **Set up and Take-down** - Exhibitors are expected to set up and be available before registration starts at 7:30 am on **September 14, 2022**. The Exhibit area will also be open on **September 13, 2022**, from 7:00 pm to 9:00 pm for set up. Exhibits should be dismantled between 3:00 pm and 5:00 pm on **September 15, 2022**. Additional set-up information will be provided in your confirmation letter after booking.
- **Exhibitor Meals and Registration** – Lunch and conference registration are included in the exhibitor fee.
- **Exhibitor Booths** – Booths will include a 6-foot skirted table, 2 chairs, and a waste basket.

Cancellations

Cancellation of any portion of this contract by the Exhibitor will be accepted only at the discretion of the Respite Care Association of Wisconsin and ARCH National Respite Network and in all cases subject to the following refund policies:

- On or before **August 1, 2022**: 80% refund on cancelled exhibit space
- After **August 1, 2022**: No Refund

Notification of cancellation will only be considered official when submitted in writing and sent to the address above and will be subject to the above policy based on postmark date.

Additional Terms and Conditions

The undersigned agrees to the following provisions:

- 1) Spaces will be allocated on the basis of sponsorship levels and/or the order in which the application, agreement, and payments are received. The Respite Care Association of Wisconsin (RCAW) reserves the right to change location assignment of exhibit table at any time, as it may in its sole discretion seem necessary.
- 2) If Exhibitor fails to pay the space rental before **July 1, 2022**, the Exhibitor's right to exhibit may be cancelled without further notice. If Exhibitor cancels its participation in the conference, such cancellation shall be considered a default on its part, and any monies paid shall be retained by RCAW as stated under Cancellations above.
- 3) Exhibitor agrees to indemnify and release the Respite Care Association of Wisconsin, and the ARCH National Respite Network (a program of Family and Communities Rising, Inc.) from responsibility for any loss, property damage, or personal injury that may occur to the Exhibitor, its employees, independent contractors, or persons using the Exhibitor's equipment. Exhibitor is liable for any and all damage. Exhibitor acknowledges that the Respite Care Association of Wisconsin, ARCH and The Madison Concourse Hotel do not maintain insurance covering the exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage/loss insurance covering such losses by Exhibitor.
- 4) If the Respite Care Association of Wisconsin and ARCH are prevented from holding the conference or having commenced it, is thereafter precluded from continuing it, due to acts of nature, fires, strikes, pandemics or any other causes beyond its control, proportionate refunds for the rent paid will be made to the Exhibitor.

- 5) Exhibitor agrees to prepare any exhibit of its products or services, which shall be directly pertinent to the function or industry represented by the conference specified, and as approved by the Respite Care Association of Wisconsin for display.

The Exhibitor and the Respite Care Association of Wisconsin and partnering agencies shall be bound by these terms, conditions, and rules for exhibiting in the 2022 National Lifespan Respite Conference and the parties acknowledge and agree to such terms and conditions.

Name (Print): _____ **Date:** _____

Signature: _____ **Title:** _____

RCAW Representative: _____

