



March 21-22, 2015

RENAISSANCE HOTEL

**7000 Bluebonnet Boulevard
Baton Rouge, LA 70808**

Exhibitor Information

Contact Information

Tami Lawrence
Down Syndrome Awareness Group of Baton Rouge
P.O. Box 82378
Baton Rouge, LA 70884
dsagbr@gmail.com
www.dsagbr.org

RENAISSANCE HOTEL
BATON ROUGE, LA



Benefits of Exhibiting

By sponsoring the Down Syndrome Awareness Group (DSAG) of Baton Rouge Annual Conference, you are supporting the DSAG mission; to provide parent support, knowledge and experiences, promoting social change and public awareness, to improve the quality of life of persons with Down syndrome. Exhibitors will have the opportunity to provide information about their programs to parents, caregivers, and individuals with Down syndrome and increase their awareness of the services available in our area.

Exhibitor Information

DSAG will have exhibit space available at the Renaissance on a first-come first-serve basis. The exhibits will be located outside of the session rooms. Conference attendees will visit the exhibit booths before and after sessions and during lunch. Conference registration will be Saturday, March 21, 2015 from 7:00 am to 8:00 am and Sunday, March 22, 2015 from 8:00 am to 8:30 am. The DSAG Conference will be on Saturday, March 21, 2015 from 8:00 am to 3:30 pm and Sunday, March 22, 2015 from 8:30 am to 12:00 pm.

Exhibitors may select whether they would like to exhibit on Saturday and Sunday or only one day. Exhibits must be removed on Saturday and set up on Sunday. Exhibitor set-up will be Saturday, March 21, 2015 from 7:00 am to 8:00 am and Sunday, March 22, 2015 from 7:30 am to 8:30 am. All exhibits must be removed at 3:30 pm on Saturday, March 21, 2015 and 12:00 pm on Sunday, March 22, 2015. Exhibitors will be provided with one (1) table and two (2) chairs. The space will accommodate tabletop exhibits.

There is no charge for the exhibit space assuming the exhibitor sets up the booth and is present at the DSAG Conference on March 21, 2015 and/or March 22, 2015, as noted on the exhibitor registration form. A credit card is required to guarantee the exhibitor space. If the exhibit is not set up and the exhibitor is not present the day of the conference, the exhibitor will be charged \$100 to the credit card provided. The DSAG Board will consider written requests for cancellation of exhibitor registration submitted prior to March 20, 2015 to dsagbr@gmail.com.

DSAG will also provide literature on programs and services at a general information table during the conference. If you are not exhibiting but would like to provide literature, please complete the Registration form below and check the box labeled Literature Only for the Information Table in Section I. The literature must be provided to DSAG at the address listed on the form below prior to March 16, 2015.

If you have any questions on exhibiting or providing literature at the DSAG Conference, please contact Tami Lawrence at dsagbr@gmail.com



Complete the Exhibitor Registration form on the next page and submit it as soon as possible to ensure that you have a space!



Exhibitor Application Form

Saturday, March 21, 2015 – Sunday, March 22, 2015 • Renaissance Hotel, Baton Rouge, LA

Exhibitor's/Corporation's name as you would like it to appear on event materials

Contact Name

Address

City

State

Zip

Phone

Fax

Email

I. APPLICATION (Please Check One)

- ☐ Literature only on the general information table
- ☐ Exhibit table for organization - Saturday, March 21, 2015 and Sunday, March 22, 2015
- ☐ Exhibit table for organization – Saturday, March 21, 2015 only
- ☐ Exhibit table for organization – Sunday, March 22, 2015 only.

II. Description of Organization/Agency/Company/Person and nature of exhibit. Please limit to 50 words or less.

For exhibitors name to be included on event handouts, please email company logo to dsagbr@gmail.com in a .jpg file by March 9, 2015.

Signature

Date

***Please send this completed form and your credit card reservation to the Down Syndrome Awareness Group
c/o Tami Lawrence by March 16, 2015:
P.O. Box 82378 Baton Rouge, LA 70884***

Exhibitor Application Form Continued

III. EXHIBIT HOURS

Set-up Saturday 7:00-8:00 am, Sunday 7:30-8:30 am

Exhibit Hours Saturday 8:00 am – 3:30pm, Sunday 8:30 am – 12:00 pm

Take Down Saturday 3:30pm, Sunday 12:00 pm

IV. EXHIBIT APPLICATION PROCESS

- A. Complete “Exhibit Application” form.
- B. Include credit card number for guarantee.
- C. Send to the Down Syndrome Awareness Group c/o Tami Lawrence.
- D. If your exhibit is accepted, you will receive a confirmation letter.
- E. If your exhibit is not accepted, you will be notified.
- F. **Limited space is available on a first-come, first-served basis** subject to acceptance and confirmation by the DSAG.

V. TERMS AND CONDITIONS

- A. One 8' x 30" table per Exhibitor.
- B. Exhibitors are responsible for their own set-up and take-down within the hours indicated.
- C. It is recommended that all tables be staffed throughout the day.
- D. DSAG reserves the right to deny space to any Exhibitor before and/or during the conference.
- E. Any and all state and/or local requirements (e.g. sales tax, business licenses, etc.) are the sole responsibility of the Exhibitor.
- F. Exhibitors are responsible for interaction with the Renaissance Hotel for electrical and telephone needs and responsible for any costs incurred related to these needs. Contact Jacob Quebedeaux at 225-388-5694.
- G. The DSAG is not responsible for any costs incurred by the Exhibitor.
- H. Upon receipt of completed forms, you will be notified of the status of your application.

VI. METHOD OF PAYMENT FOR RESERVATION



VISA or MASTERCARD (please circle)

CREDIT CARD NUMBER EXPIRATION DATE _____

CARDHOLDER'S NAME AUTHORIZED SIGNATURE _____

VII. I have read and agree to the conditions stated above. I/We hereby release the Down Syndrome Awareness Group, its officers, directors, employees, agents, members and their successors, and assigns from any and all claims due to injury, or loss or damage to property that might occur while I/we exhibit materials at the 2nd Annual Conference, March 21-22, 2015.

SIGNATURE _____

PRINT OR TYPE NAME OF EXHIBITOR

VIII. Return no later than **March 16, 2015**, with credit card guarantee to:

Down Syndrome Awareness Group
P.O. Box 82378, Baton Rouge, LA 70884

For questions about exhibits contact Tami Lawrence, Down Syndrome Awareness Group at dsagbr@gmail.com.