



March 7-8, 2014

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 morning, March 8, 2014 from 7:15 am to 8:15 am. The DSAG Conference will be from 8:15 am to 4:00 pm.

Exhibitor set-up will be Saturday morning, March 8, 2014 from 7:00 am to 7:30 am. All exhibits must be removed at 4:30 pm on Saturday, March 8, 2014. 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 on March 8, 2014 for the DSAG Conference. 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 7, 2014 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 3, 2014.

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 8, 2014 • 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

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 February 28, 2014.

Signature

Date

***Please send this completed form and your credit card reservation to the Down Syndrome Awareness Group
c/o Tami Lawrence by March 3, 2014:***

P.O. Box 82378 Baton Rouge, LA 70884
www.dsagbr.org

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Exhibitor Application Form Continued

III. EXHIBIT HOURS

Set-up Saturday 7:00-7:30 am

Exhibit Hours Saturday 7:15am – 4:30pm

Take Down Saturday 4:30pm

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 Travis Falk with PSAV 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 1st Annual Conference, March 8, 2014.

SIGNATURE _____

PRINT OR TYPE NAME OF EXHIBITOR

VIII. Return no later than **March 3, 2014**, 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.