



EXHIBIT SPACE APPLICATION AND CONTRACT

TRAINING OFFICERS CONSORTIUM
2010 ANNUAL INSTITUTE

EXHIBITS AND TECHNOLOGY SHOWCASE: APRIL 25-28, 2010
THE HOTEL ROANOKE AND CONFERENCE CENTER
ROANOKE, VIRGINIA

RESPONSE DEADLINE: March 5, 2010

FOR QUESTIONS, CONTACT: MARGO PALMER (703)724-5632 MPALMER@CONFERENCECENTER.COM

INSTRUCTIONS:

1. Complete the contract and sign it.
2. Email a brief description (35 words maximum) about the products or services your organization will be exhibiting to TOC@courtesyassoc.com. The description must be in MS WORD. This information will be included in the TOC Institute Program Book distributed to all participants.
3. Write a check for the full amount for booth cost, additional services, and shipping (if applicable), payable to TOC. Credit cards, except American Express, are acceptable. If payment in full does not accompany application, exhibit space will not be held.
4. Email or Fax your signed contract, first and second choices for exhibit booth, and credit card payment to (202) 331-0111, TOC@courtesyassoc.com or mail items to:

**Training Officers Consortium
Attn: 2010 Exhibit Application
2025 M Street NW, Suite 800
Washington, DC 20036
Fax: (202) 331-0111**

LOCATION

The Exhibits and Technology Showcase will be held in the Roanoke Ballroom (Halls C-H).

EXHIBIT INFORMATION:

2010 Exhibit fees cover the cost of **one** person staffing the booth. This person must be a TOC Registrant, as reflected in the fee schedule below, and is entitled as such to attend all Institute program and meal functions that do not conflict with booth staffing responsibilities. A second booth representative is permitted to staff each booth and is responsible for room and meal costs. See the note below.

INSTALLATION OF EXHIBITS

Exhibit installation hours are Sunday, April 25th, from **12 noon to 5pm**. Nails, bracing, wires, tacks, staples or tape used in displays may not be attached to walls, floors or ceilings. All property destroyed/damaged by exhibitors must be replaced by the exhibitors at their expense.

EXHIBITOR BOOTH INFORMATION

Each 8 x 10 ft. booth includes a 6 ft. draped table, sign showing company name, and two chairs.

EXHIBITOR BOOTH REQUESTS

If you wish to request a specific booth number, please indicate your request on this contract. Requests will be fulfilled first come, first served. There are no guarantees that all requests can be fulfilled. You will receive confirmation of receipt of this contract via email along with your preliminary booth assignment. There is a possibility that the floor plan may change based on the actual number of exhibitors. In the event that the exhibit hall needs to be reconfigured, the affected exhibitors will be notified with their revised booth assignment. Booth assignments will be finalized on March 19, 2010 so exhibitors can use in printed materials, etc.

EXHIBIT HOURS

The Exhibit and Technology Showcase hours (subject to change) are as follows:

Sunday, April 25, 2010	Dessert after dinner in exhibit hall
Monday, April 26, 2010	10:00 am – 11:00 am Coffee Break in Exhibit Area
	3:30 pm – 5:30 pm EXHIBITOR'S SHOWCASE RECEPTION Hors d'oeuvres and CASH BAR
Tuesday, April 27, 2010	10:00 a.m. – 11:00 a.m Coffee Break in Exhibit Area

TOC will acknowledge exhibitors and present giveaways during the EXHIBITOR'S SHOWCASE RECEPTION. Cost of prizes should not exceed \$25.00. See separate form to participate.

DISMANTLING OF EXHIBITS

All exhibits must be removed by **4:00 p.m. on Tuesday, April 27, 2010.**

SELECT REGISTRATION OPTION:

TOC Registrant Booth **\$550**

- 1) Space - 8 Ft x 10 Ft
- 2) Two chairs
- 3) 6 Ft table
- 4) Piping and drapes
- 5) Exhibitor's sign

TOC Registrant Double-Booth **\$1,100**

Non-TOC Registrant Booth **\$1,745**

Includes TOC Registration good through June 2010) and
Institute Registration

- 1) Hotel accommodations for 3 nights (Sunday-Wednesday)
- 2) 3 breakfasts (Mon-Wed)
- 3) 3 lunches (Mon-Wed)
- 4) 3 dinners (Sun-Tues)
- 5) Networking social event
- 6) Coffee breaks
- 7) Welcome Reception

Exhibit Booth Number requested: **Choice 1:** _____ **Choice 2:** _____

Company or Agency: _____

Address: _____

City/State/ZIP: _____

Representative Name: _____ **Phone:** _____

Fax: _____ **E-Mail:** _____

First Representative Attending: _____

Second Representative Attending (if applicable): _____

The second representative, if not a current TOC Registrant, must cover his or her room and meal costs and he or she may not attend Institute program functions, unless registered for the full conference.

CANCELLATION

In the event that your company/agency must cancel its participation, a 50% refund will be returned if written notification of cancelation is received by **March 19, 2010**. There will be no refunds after this date.

GENERAL CONDUCT

The general rules on the exhibit floor include the following:

- Be a good neighbor
- No exhibit should be set up so its arrangement or manner of presentation will obstruct or interfere with the general view or rights of any other display
- No exhibit shall extend beyond the official floor plan dimensions or into an aisle.

LIABILITY

The exhibit rooms will not be secured during the day or each evening. Neither the Hotel Roanoke, nor TOC, will be held responsible for any lost or damaged equipment or displays.

EXHIBIT QUESTIONS

Please contact Exhibit Chairperson, Margo Palmer at (703) 724-5632 or via email, mpalmer@conferencecenter.com

ADDITIONAL EXHIBITOR SERVICES:

If you require additional services, please consult the Vendor Request Form that will be emailed to each confirmed exhibitor (once the application and payment is received). This form should be submitted directly to the hotel with payment to order any services or equipment for your booth.

SHIPPING:

(Shipping boxes to the Hotel Roanoke is free. Shipments will be accepted starting April 21, 2010). Hotel Staff will move materials to your booth on Sunday. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arriving out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises.

Shipments should be made to:
Hotel Roanoke & Conference Center
ATTN: Training Officers Conference
ATTN: Company Name
ATTN: Vendor Name (First & Last)
110 Shenandoah Ave.
Roanoke, VA 24016

**Note: Sample Shipping Label is included below.*

MAILING LABEL FORMAT

SHIP TO:	Hotel Roanoke & Conference Cntr
	110 Shenandoah Ave. Roanoke, VA 24016
ATTN:	Roanoke Ballroom (C-H)
GROUP NAME:	TRAINING OFFICERS CONSORTIUM (TOC)
SENDER/ VENDOR'S CO. & NAME:	
EVENT DATES:	April 25 – 28, 2010

TOTAL EXHIBITOR COST:

\$ _____ *Make checks payable to "TOC"*

Circle Credit Card: VISA or MC

Name on Card: _____

Number: _____

Exp. Date: _____

Authorizing Signature: _____

By submitting this contract, we request space in the TOC 2010 Annual Institute's Exhibits and Technology Showcase, April 25-28, 2010, at the Hotel Roanoke and Conference Center in Roanoke, VA. We agree to pay TOC for said space in accordance with the terms and conditions outlined herein, and understand that, once accepted by TOC, this document, including the terms printed on separate pages, constitutes a valid and binding contract between us and TOC. We agree to comply with all instructions and terms as set out herein. I, the duly authorized representative of the above-named company, on behalf of said company, subscribe and agree to all terms, conditions, and authorizations in this Exhibit Space Application and Contract and the terms set out on the attached pages.

Authorizing Signature: _____ **Date:** _____

Print Name: _____ **Title:** _____

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(TOC USE ONLY)

Date Received: _____ **Ck Amount:** _____ **Ck #:** _____ **Ck Date:** _____

Company Name _____