

GITWL 2019 Exhibitor Information



The 2019 **Getting in Touch With Literacy Conference**, held November 13-16, 2019 at the Downtown Sheraton Grand Hotel in Seattle, WA will draw approximately 350-400 people from around the world, including researchers, educators and other professionals who support literacy for children and adults who are visually impaired.

We know you won't want to miss this opportunity to introduce your products and services to experts and key stakeholders in the field, along with parents and other consumers. The conference will provide special vendor events and opportunities for you to meet with highly motivated teachers, family members, consumers and others with decision-making and purchasing power! Plus, your participation and financial assistance will help support the costs of key speakers, meal functions, conference bags, and other incidentals, keeping registration costs low and participation high.

A special conference rate of \$169 single/double is available at the Downtown Seattle Sheraton Grand Hotel November 13 – 17, 2019. Reservations can be made online at: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1547229177977&key=GRP&app=resvlink>

PLEASE NOTE: If you need lodging on Tuesday, November 12, contact us at gitwl2019@gmail.com.

We anticipate an exciting and well-attended conference. We would like to include your company or organization's name in our list of exhibitors or sponsors, and see your products and/or services displayed at GITWL. We look forward to working closely with your representatives to plan the most productive exhibit hall experience possible.

Exhibit space is limited, so sign up soon!

For additional sponsorship opportunities, please see the Sponsor Information packet.

Questions? Email us at gitwl2019@gmail.com.

**14th Biennial Getting In Touch
With Literacy Conference**

**November 13 – 16, 2019
Downtown Seattle Sheraton Grand Hotel
1400 6th Ave, Seattle, WA 98101**

**APPLICATION and AGREEMENT FOR EXHIBIT SPACE
AND PROGRAM ADVERTISEMENT**

**GITLW 2019 is hereby authorized to reserve exhibit space for the
use of:**

(please print your organization name)

at the 14th Biennial GITWL conference, November 13-16, 2019.

NAME OF PRIMARY EXHIBITOR: _____

PRIMARY CONTACT EMAIL: _____

COMPANY WEBSITE: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____

ZIP/POSTAL CODE: _____

PHONE: () _____ FAX: () _____

Principle products:

**The above information will appear in the conference program and on
the GITWL website at *gettingintouchwithliteracy.org***

NAMES OF EXHIBIT REPRESENTATIVES

Please print names of all representatives who wish to have GITWL badges and conference programs. Badges will be required to enter the exhibit hall during off hours.

- 1) _____
- 2) _____
- 3) _____
- 4) _____

The conference program is available in print and braille upon request. Please circle choices and indicate number of each:

Print _____ Braille _____

All conference materials will also be available to load on your flash drive at the conference registration desk.

GITWL strives to provide the most accessible venues to all conference attendees. Please indicate your desire to have:

Hotel orientation and tactile map _____
Guide dog relief area orientation _____

EXHIBIT SPACE AND FEES*

	Commercial	Non-Commercial	Amount
Standard Space	\$1100 One draped 6' table	\$800 One draped 6' table	
Extra Table(s)	_____ @\$600 each	_____ @\$400 each	
Electricity (Purchase if needed)	\$300	\$225	
Wifi Access (Purchase if needed)	\$150	\$100	
		Subtotal for Exhibit Space (US\$ only)	

*Exhibit fee includes:

1. One draped table and two chairs.
2. Complimentary link on GITWL web site.
3. Group room rate of \$169 single/double at the Downtown Seattle Sheraton Grand Hotel November 7-13, 2019. Reservations can be made online at: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1547229177977&key=GRP&app=resvlink>

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EXHIBIT SPACE IS LIMITED. SUBMIT YOUR APPLICATION SOON!

Please continue reading for program book advertisement information. If you are planning to exhibit and advertise, you may find that a sponsorship package provides a better return for your money. Please review the GITWL 2019 Sponsorship Packet for further information.

CONFERENCE PROGRAM ADVERTISEMENT FEES

We welcome any and all advertisements placed by our exhibitors. Exhibitors receive a lower rate for advertisements than those purchasing a la carte advertisement. Contact us with questions concerning advertisement copy at gitwl2019.org.

Ads must be provided in print-ready electronic format; 300 dpi RGB JPEGs are preferred. Please email print-ready files to:
gitwl2019@gmail.com

Please indicate your preferences based on the following information:

	Number Ordered	Price Per Unit with Purchase of Exhibit Space	Amount Owed
Program Advertisement: Full page, inside front cover – color		\$850.00	
Program Advertisement: Full page, inside back cover – color		\$850.00	
Program Advertisement: Full page		\$700.00	
Program Advertisement: Half page		\$450.00	
Program Advertisement: Quarter page		\$350.00	
Program Advertisement: Tribute (Business Card Size)		\$150.00	
		Subtotal for advertising for exhibitors (US \$ Only)	
Include costs for exhibit space from above:		Subtotal for Exhibit Space (US\$ only)	
		Total Amount Due to GITWL:	

**Please make checks payable to GITWL and mail to:
Janie Blome
GITWL
2410 Tregaron Ave
Louisville, KY 40299**

Submitting this completed application and agreement constitutes a promise to pay. In the absence of accompanying payment, the commercial exhibitor agrees to pay the total exhibit fee no later than September 1, 2019.

Exhibitor Information and Preferences

Please indicate your choices so we may consider your wishes while preparing the exhibit hall layout. We will make every effort to accommodate as many preferences as possible, based upon earliest received application. Thank you for your understanding.

REMINDER: Please do not tape, staple, or tack anything to the walls of the exhibit hall.

Does your display feature a large screen, backdrop, or other frame that would block the view of adjacent GITWL exhibitors?

Yes_____ No_____

Is your display a tabletop display?

Yes_____ No_____

If no, how large is your display?

Height____ Width_____

Please do not locate our exhibit adjacent to the following exhibitors: _____

The undersigned organization representative agrees that the above organization will abide by all rules, requirements, restrictions and regulations as set forth in this agreement. Failure to do so will result in forfeiture of all monies paid to GITWL under terms of this agreement.

SIGNATURE: _____

TITLE: _____

EMAIL ADDRESS: _____

EXHIBIT GUIDELINES

EXHIBIT POLICY

Any merchandise for sale at the conference must be available for purchase/order by all conference attendees. GITWL reserves the right to refuse use of space to any exhibitor whose product or program, in the sole opinion of GITWL, is not in keeping with the general character of the conference. GITWL reserves the right to require any exhibitor to remove any exhibit or any part thereof, which, in the sole judgment of GITWL, is misleading, deceptive, in poor taste, or not in keeping with the general character of the conference.

SETUP: The exhibit area will be available for exhibitor move in on Wednesday, November 13, from 1:30 – 6:30 pm.

SCHEDULE OF EXHIBITS:

Wednesday, November 13, 8:00 pm – 10:00 pm Thursday, November 14, 9:30 am – 5:30 pm Friday, November 15, 9:30 am – 5:00 pm
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DISMANATLING OF EXHIBITS:

Exhibits may be dismantled on Friday, November 15, after 5:00 pm or on Saturday, November 16, between 8:00 am and 12:00 pm. All equipment, crates, and other materials must be removed. Trash must be bagged and/or put into garbage cans.

Exhibitors themselves may take charge of activities that do not require labor, such as handling, placing, setting out and dismantling of exhibit merchandise.

ACTIVITY OUTSIDE OF THE EXHIBIT HALL: No exhibit displays are allowed outside of the exhibit hall. Any vendor event not held in the exhibit hall must take place outside of designated exhibit hall hours. This includes training, social and hospitality events, focus groups and market research. Activities may not be in conflict with scheduled GITWL events.

EXHIBITOR STAFF: At least one attendant should attend each exhibit space during all public Exhibit Hall hours. For proper identification of exhibitor personnel, a badge will be issued for each representative listed on this application and agreement form. GITWL reserves the right to limit the

quantity of badges issued and to recall badges used by unauthorized persons.

ADVANCE SHIPMENT OF EXHIBITS: Items for exhibit may be shipped to the hotel no more than three (3) days in advance of the event. In order to help expedite the timely delivery and return of packages, all boxes must be labeled with name of the group's recipient (NOT the Hotel Sales or Service Manager), group name and the date of the program. A sample label is shown below:

SAMPLE SHIPPING LABEL

NAME OF GUEST RECIPIENT
c/o SHERATON GRAND SEATTLE
1400 SIXTH AVENUE
SEATTLE, WA 98101
GROUP NAME
ARRIVAL DATE
PACKAGE # ____ of ____

Please call or contact the Sheraton Meeting & Event Manager, and provide the number of packages you are shipping, the method of shipping, and expected delivery date to the hotel. All packages will be held in the hotel package room until they are delivered to the designated room. In order to retrieve your packages, please contact the Bell Desk, Security, Executive Meeting Specialist or a Banquet Captain. Packages can be retrieved 24 hours a day.

HANDLING FEES

The Sheraton Seattle Hotel assesses handling fees as noted below. For your convenience, charges will be posted to the guest room. Charges will appear on your final room bill as "Business Center". **The hotel cannot store packages for more than three (3) days prior to or three (3) days after an event. An additional \$30.00 per item, per day charge will be added if storage exceeds this time frame.**

Inbound Packages

0 to 5 pounds	\$12.00 each
6 to 20 pounds	\$20.00 each
21 to 50 pounds	\$25.00 each
Over 50 pounds	\$70.00 each
Crates	\$100.00 each
Pallets	\$175.00 each

Note: Current pricing, subject to change without notice.

RETURN SHIPMENTS

Exhibitors are responsible for making arrangements to ship their materials out of the hotel as needed. The Sheraton Seattle Hotel assesses handling fees as noted below. Fees are assessed by weight on all shipments from this location. These charges are in addition to shipping fees.

OUTBOUND PACKAGES (VIA HOTEL)

Applies to all shipping companies with the exception of FedEx

Outbound Packages \$5.00 each

Guests may use their own account or use hotel's service at an additional cost.

FedEx Office @ THE SHERATON SEATTLE HOTEL

The FedEx Office is located on the second floor on the west side of the Willow Room. A FedEx Office Associate would be pleased to assist you with your needs during the hours of operation listed below. 24 hour access is available to our self-help area with your guest room key.

FedEx OFFICE HOURS:

Monday - Friday: 7:00 am – 6:00 pm

Saturday: 9:00 am – 5:00 pm

Sunday: 12:00 pm – 5:00 pm

HANDLING FEES:

Handling fees are in addition to the cost of shipping and are charged on a per package basis. The fees can be charged to your FedEx account number, credit card, cash or check. All weights are rounded up to the next whole pound.

OUTBOUND PACKAGES (VIA FedEx OFFICE)

0.1 to 1 pound Free

1.1 to 10 pounds \$10.00 each

10.1 to 20 pounds \$15.00 each

20.1 to 30 pounds \$20.00 each

More than 30.1 pounds \$25.00 each

Note: Current pricing, subject to change without notice.

LIABILITY: Exhibitor agrees that neither he/she nor his/her employees shall efface, mar, or otherwise damage the exhibit premises. Nothing shall be pasted on, tacked, nailed, crewed, or otherwise attached to columns, walls, or furniture. The exhibitor assumes entire responsibility and liability for losses, damages, and claims arising out of the exhibitor's and his/her representatives' actions on the hotel premises.

The exhibitor hereby agrees to protect, indemnify, defend, save and hold harmless GITWL and the Sheraton Seattle Hotel and hold their employees, management company, owner(s), respective agents, and servants harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or part thereof, excluding any such liability caused by the sole negligence of the hotel, its employees and agents. Exhibitors must comply with all local fire and safety regulations and must exercise all care to avoid hazardous condition of any kind in the display area.

GITWL 2019 EXHIBIT RIGHTS: GITWL reserves the right to arrange and rearrange the floor plan or relocate space assignments for the betterment of the combined exhibitors and/or because of extenuating circumstances.

INSURANCE: All exhibitors have the sole responsibility for providing insurance coverage at their own expense for business loss/interruption, property loss and/or damage, and liability for personal injury and/or exhibitor's property.

CANCELLATION OF CONFERENCE: Should the GITWL Biennial Conference be prevented or postponed by any such event or emergency as an act of God, declaration of war by the President, destruction of exhibit premises, strikes, public disturbance, or the like, the exhibitor expressly agrees that GITWL may retain as much of the monies paid for rental of exhibit space as may be necessary to cover expenses incurred up to the time of emergency or disruptive event.

REFUND AND CANCELLATION POLICY: Notice of cancellation must be made in writing to GITWL Exhibits Chair. GITWL will retain 50% of the cost of the booth rental for cancellations up to ten (10) days prior to the conference. All cancellations after that point will result in loss of the full cost.

VIOLATIONS/INFRACTIONS OF THE RULES AND REGULATIONS: Any exhibitor, or his/her employee's/agent's violation or infractions of any of the rules and regulations stipulated in this agreement shall annul the exhibitor's right to occupy exhibit space, and such exhibitor will forfeit the monies that have been paid to use such space.

Questions? Email gitwl2019@gmail.com

For GITWL Use Only

Date Application Received:

Date Payment Received:

Space Assigned: