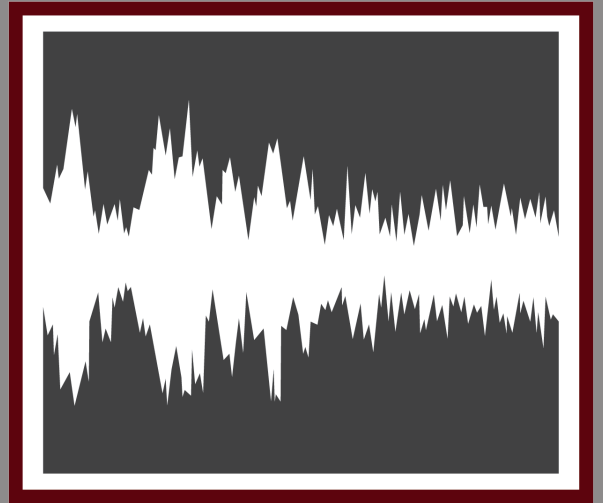


2023



THE FALL
VOICE
CONFERENCE

EXHIBITOR PROSPECTUS



October 19 - 21, 2023 | www.fallvoice.org

AGENDA AT A GLANCE **agenda times are subject to change

THURSDAY, OCTOBER 19, 2023

6:00 - 10:00AM **Platinum & Gold Exhibitor Set Up**
5:30 - 6:30PM Thursday Reception for Platinum & Gold Levels
7:00PM **Bronze & Silver Exhibitor Set Up** (after Reception)

FRIDAY, October 20, 2023

7:00-8:00AM Breakfast and Exhibit Viewing
10:15-10:45AM BREAK & EXHIBIT VISITATION
11:45AM-1:15 PM Lunch- All attendees on own
3:15- 3:35PM BREAK & EXHIBIT VISITATION
5:30-7:00PM Faculty Appreciation & Poster Reception

SATURDAY, October 21, 2023

7:00-8:00AM Breakfast and Exhibit Viewing
10:00-10:20AM BREAK & EXHIBIT VISITATION
11:20AM-12:30PM Lunch- All attendees on own
2:30- 2:50PM BREAK & EXHIBIT VISITATION
2:50PM **Exhibitor Break-down** (you may break down your exhibit at anytime; however, all exhibits must be fully broken down by 5:00 PM)

EXHIBITOR INFORMATION



HOTEL INFORMATION

Hilton Dupont Circle - <https://www.hilton.com/en/hotels/dcawhhh-washington-hilton/>

1919 Connecticut Ave NW, Washington, DC 20009, US

Room Rate - \$229/night plus taxes and fees - The link to reserve a room will be sent to you with your confirmation of payment. *Reservations need to be made by September 19, 2023 to be guaranteed the group rate. (only applies if rooms are still available in our block)*

SHIPPING

Standard Group Shipping must be addressed as follows:

Actual Recipient
Exhibitor Company's Name
Group Name
Guest Arrival Date
Washington Hilton
1919 Connecticut Avenue, NW
Washington, DC 20009
Box 1 of X

****Please note that boxes will not be accepted by the hotel without the actual recipient name.**

LOAD-IN/OUT

The Washington Hilton provides a full-service Package Room staffed to provide on property package handling & delivery service to their guests. Handling fees are assessed for each package received by the Hotel. Fees are determined by the size and weight of the shipment according to the following scale: Boxes: \$20 per box or \$0.75 per pound (if over 32 lbs.). Handling fee includes first movement to its final location. Additional movements: \$5 per package. Packages will be assigned a "Shipping Form" consisting of recipient's information, tracking number, name of carrier and weight before being stored. Other information that may be obtained is the recipient's associated group name or booth. Recipient must present ID at time of delivery. Shipments to the Hotel are received, stored and delivered by our Package Room. Storage in the Package Room is limited. We ask your cooperation in shipping in a timely manner, no more than 3 days prior to the start of the event. All incoming packages are stored at a designated package room storage location until each is claimed by its recipient. ID will be required at the time of delivery.

- Outgoing Packages
 - Boxes must be properly closed and labeled (Pre-Paid or with Account number).
 - Boxes without payment information or complete destination address will not be shipped out.
- Guests will be responsible for the packing of all return packages. The Package Room offers both ground and air shipping. If you wish to ship using your own account number from a carrier, a preprinted air bill from the carrier with the account number generated by the carrier should be provided. If you do not have a preprinted air bill, the package room will use their air bill and can charge your room, VISA, Master Card, or American Express account. Hotel service fees are determined by the size and weight of the shipment according to the following scale: Outgoing shipments: \$10 per box or 32¢ per pound.

EXHIBIT LEVELS

PLATINUM LEVEL

\$13,000

- **Priority Set-Up on Thursday, October 19th between 6:00 - 10:00am**
- **Exhibit Space during Pre-Conference on Thursday, October 19th**
- Complimentary registration, badges and login access for five (5) company representatives to join the live event and/or access the livestream webcast and the Conference App.
- One exhibit table with exclusive top-placement in exhibit hall
- Conference App - Company Listing with Logo, Description, Banner Ad, Splash Screen, Rep Names & 3 Push Notifications
- Virtual Exhibit Hall - Exclusive placement, Company Logo, Representatives, Description, Website, Social Media, option to post a slide deck/advertisement (PDF format) or clickable link to video/survey/website and option for attendees to request more information.
- Fall Voice website - Company Logo and/or Banner Ad with clickable link to website of your choice.
- Onsite Signage - Company logo on patron signage throughout the activity
- Two (2) Email Blasts to the TFV membership with your ad copy (i.e. advertising a future event, information about your company/product, blind survey etc)
- Patron level ribbons on name badges
- Four (4) Social Media Spotlights - postings to showcase your company/product on the TFV Facebook and Twitter accounts
- Exclusive Opportunity for a Friday Hands-On Workshop

GOLD LEVEL

\$10,000

- **Priority Set-Up on Thursday, October 19th between 6:00 - 10:00am**
- **Exhibit Space during Pre-Conference on Thursday, October 19th**
- Complimentary registration, badges and login access for four (4) company representatives to join the live event and/or access the livestream webcast and the Conference App (agenda, attendee directory, speaker materials, sponsor recognition, and more)
- One exhibit table with priority placement in exhibit hall
- Conference App - Company Listing with Logo, Description, Banner Ad, Rep Names & 2 Push Notifications
- Virtual Exhibit Hall - Priority placement, Company Logo, Representatives, Description, Website, Social Media, option to post a slide deck/advertisement (PDF format) or clickable link to video/survey/website and option for attendees to request more information.
- Fall Voice Website - Company Logo and/or Banner Ad with clickable link to website of your choice.
- Onsite Signage - Company logo on patron signage throughout the activity
- Patron level ribbons on name badges
- One (1) Email Blast to the TFV membership with your ad copy (i.e. advertising a future event, information about your company/product, blind survey etc)
- Three (3) Social Media Spotlights - postings to showcase your company or product on the TFV Facebook and Twitter Accounts

TABLE/EXHIBIT LOCATION

All exhibits will be in the ballroom foyer outside of the meeting space. Table placement will be based on exhibit level.

ADD'L EXHIBIT REP

\$250/rep for Gold & Platinum over number included with selected exhibit level.

A maximum of 2 additional badges are available per exhibitor. Should you need more than 2 badges you will need to move to the next highest level.

NOT INCLUDED IN EXHIBIT FEE

Power, internet and shipment handling fees are NOT included in the exhibit fee and are subject to additional charge if needed

EXHIBIT LEVELS

SILVER LEVEL

\$7,000

- Complimentary registration, badges and login access for three (3) company representatives to join the live event and/or access the livestream webcast and the Conference App (agenda, attendee directory, speaker materials, sponsor recognition, and more)
- One exhibit table with assigned placement in exhibit hall
- Conference App - Company Listing with Logo, Description, Banner Ad, Rep Names and one (1) Push Notifications
- Virtual Exhibit Hall - Company Logo, Representatives, Description, Website, Social Media, option to post a slide deck/advertisement (PDF format) or clickable link to video/survey/website and option for attendees to request more information.
- TFV website - Company Logo and/or Banner Ad with clickable link to website of your choice.
- Onsite Signage - Company logo on patron signage throughout the activity
- Patron level ribbons on name badges
- Two (2) Social Media Spotlights - postings to showcase your company or product on the TFV Facebook and Twitter accounts

BRONZE LEVEL

\$4,000

- Complimentary registration, badges and login access for two (2) company representatives to join the live event and/or access the livestream webcast and the Conference App (agenda, attendee directory, speaker materials, sponsor recognition, and more)
- One exhibit table with assigned placement in exhibit hall
- Conference App - Company Listing with Logo, Description, Banner Ad, and Rep Names
- Virtual Exhibit Hall - Company Logo, Representatives, Description, Website, Social Media, option to post a slide deck/advertisement (PDF format) or clickable link to video/survey/website and option for attendees to request more information.
- TFV website - Company Logo and/or Banner Ad with clickable link to website of your choice.
- Onsite Signage - Company logo on patron signage throughout the activity
- Patron level ribbons on name badges

TABLE/EXHIBIT LOCATION

All exhibits will be in one ballroom. Table placement will be based on exhibit level.

ADD'L EXHIBIT REP

\$250 per rep for Silver level
\$500 per rep for Bronze level
over number included with selected exhibit level. *(A maximum of 2 additional badges are available per exhibitor. Should you need more than 2 badges you will need to move to the next highest level.*

ADD'L EXHIBIT TABLE

An additional table can be purchased for \$500. *If you are bringing large equipment that can impede on your neighbors table or space, we require you to purchase an additional table.*

NOT INCLUDED IN EXHIBIT FEE

Power, internet and shipment handling fees are NOT included in the exhibit fee and are subject to additional charge if needed

Registration must be done
online at fallvoice.org

**CLICK
HERE TO
REGISTER**

SUPPORT ADD-ONS

NETWORKING EVENT OPPORTUNITIES

Support the conference by sponsoring a network event. You have the ability to sponsor food stations, dinners, or receptions. Signage will be made with your company logo and displayed at the event.

FOOD & BEVERAGE

Thursday Cocktail Reception	\$6,000
Friday Cocktail Reception	\$7,500
Coffee/Tea Sponsor	\$1,000
Soft Drinks/Water Sponsor	\$750

ADVERTISING & PROMOTION

Use this opportunity to promote your company. Add your logo to the one of the following options that attendees will carry around or see during the entire meeting.

ADVERTISING/PROMOTION

Lanyard Sponsor *	\$3,000
Gift Bag Sponsor	\$5,000

Lanyard Sponsor* - Your company logo will hold the name badges for attendees during the meeting.

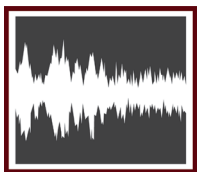
Gift Bag Sponsor* - "Fall Voice Attendee Gift Bag" - Company Logo on bag filled with assorted snacks

NEW WIFI PASSWORD SPONSOR

Your COMPANY NAME will be the customized WIFI PASSWORD. Every attendee and exhibitor will be using the meeting WIFI, your company name will be displayed at the registration table, on the meeting slides and all users will be required to use your company name every time they log into the WIFI.

WIFI SPONSOR

Custom Wifi Password	\$3,500
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THE FALL VOICE CONFERENCE

EXHIBITOR CONTRACT TERMS

1. Registration must be submitted online at fallvoice.org. If purchased, each company will have one (1) table for the Fall Voice Conference.
2. Exhibitors are required to have a representative at their table during exhibit hours.
3. The number of sales representatives allowed to exhibit at the meeting is based upon the number assigned in patron level. Each additional representative is \$250.
4. Exhibitor set-up begins on Thurs., Oct 19 at 6:00am for Platinum & Gold Levels and Thurs., October 19 at 7:00 PM for all levels. You may break down your exhibit at anytime; however, all exhibits must be fully broken down by 5:00 PM, Saturday, October 21.
5. All sound equipment must be regulated so that it does not disturb neighboring exhibits. Fall Voice reserves the right to determine at what point sound constitutes interference with others and must be discontinued.
6. Due to regulations by the music industry regarding music at public meetings, conventions and shows, exhibitors may not play music during the trade show, either live or recorded.
7. Exhibitors will not be permitted to assign, sublet or share with others any part of the space allotted to them.
8. Fall Voice authorizes exhibitors to make retail sales of tangible personal property or service subject to sales tax. The exhibitor shall be solely responsible for any local, state or federal tax liability resulting from this contract or other tax implication arising from activities while exhibiting at the meeting.
9. Booths must be kept clean. The floor and display areas of the booth must be clear of debris. Exhibitors will be liable for any extra clean-up costs incurred due to displays, food machines and other means.
10. Use of electrical current is confined to lighting or the operation of such equipment that is harmless, noiseless and does not release undesirable odors.
11. Objectionable practices by exhibitors or official suppliers should be reported immediately to Fall Voice management and not after the show is completed.
12. No children under 16 years of age will be allowed in the exhibit area at any time, unless accompanied by an adult.
13. It is agreed that Fall Voice and the host facility shall not be liable for any damage to, or destruction of, any exhibit from any cause or for the theft or disappearance of any exhibit or any property contained in or about the exhibit booth area.
14. The exhibitor agrees to indemnify and hold harmless the Fall Voice and the host facility or their employees or their representatives against any and all liabilities for damage, injury or loss to all persons and any and all claims arising out of acts or omissions of exhibitors, their employees or their representatives.

EXHIBIT CONTRACT

15. Fall Voice will only refund exhibitors who are pre-registered the cost of booth space and will not be held responsible or liable for charges or damages for any failure of performance due to acts of nature, labor disputes, and shortage of materials, governmental authority, or other circumstances beyond reasonable control of either party.
16. Neither Fall Voice nor the host hotel maintains insurance covering property brought onto or stored on the resort's premises by exhibitors and it is the responsibility of the exhibitor to obtain or maintain such coverage at their own expense.
17. Exhibitors will not offer educational/training programs within the show facility simultaneous to the Fall Voice and related programs.
18. This agreement includes a one-time list of pre-meeting and post-meeting attendees.

BOOTH CONSTRUCTION

1. All electrical work and electrical wiring must be approved and installed in accordance with regulations established by the officials of the Fire Marshal's Office.
2. No construction will be allowed at the sides or above the booth that may obscure the view of any adjacent booths.
3. All materials used for decorating must be flameproof.
4. Construction and signs that are above 8 feet in height must be approved by the Fall Voice.
5. All applicable cities, county and state codes and ordinances must be complied with as well as those of the host facility.
6. Nothing shall be posted on, tacked, nailed or otherwise affixed to columns, walls, floors or other parts of the buildings, furniture or equipment.
7. In order to meet the set-up deadline, the Fall Voice management reserves the right to order labor to set-up any exhibit that is not in the process of being erected by 7:00 AM Friday, October 20, 2023. The cost for this labor will be paid by the exhibitor. All exhibits must be fully broken down by 5:00 PM, Saturday, October 21, 2023.
8. The interpretation of all rules and regulations is the responsibility of the Fall Voice Executive Committees or their designated representative. All decisions of said group or representatives are final.

REFUND POLICY

Cancellations for all registered exhibitors 30+ days prior to October 19, 2023 are eligible for 50% refund. Cancellation 29 days or less before October 19, 2023 are not eligible for a refund. All refunds originally paid through a credit card will be subject to a refund minus the credit card processing fees included from credit card processor.

***YOU MUST REGISTER ONLINE ***

By registering online, I agree and adhere to all policies and regulations. I guarantee payment in full due to the amount indicated on the exhibitor registration form before or on the date of the meeting or I understand that my company will not be able to exhibit. If for any reason, the Fall Voice Conference must be cancelled, management is not liable for any costs other than entry space fees that are already pre-paid. If the date or location must be changed for any reasons beyond management's control, it is agreed that the booth fee is non-refundable as a date or location change will be provided. Should my company decide to cancel this agreement and not exhibit at the event, a 50% refund will be issued if cancelled 30+ days prior to October 19, 2023. Cancellations 29 days or less before October 19, 2023 are not eligible for a refund. Must allow 6-8 weeks for refund processing.