



Institute on Violence,
Abuse and Trauma

ALLIANT
INTERNATIONAL UNIVERSITY



15th International Conference on Violence, Abuse and Trauma

Exhibition Dates: September 11-15, 2010



For questions regarding exhibits, please contact
Ana Stover, Development and Outreach:
astover2@alliant.edu
Phone: (858) 527-1860 Extension 4140
FAX: (858) 527-1743

EXHIBITORS PROSPECTUS AND ADVERTISING RATES

APPLICATIONS & ASSIGNMENT OF SPACE

Requests for exhibit space must be made on the Exhibitor Application. Exhibitors wishing to be assigned space adjacent to that of another exhibitor should so indicate on their applications. Exhibitors with business/professional affiliations or subsidiaries of parent companies who desire assignments together in the exhibit hall should submit the applications together, either as one application or as one request. A written request including why the booths should be assigned together should accompany the application(s). Assignment of such space (for purposes of ranking exhibit requests) will be based on the largest booth exhibitor within the grouping. IVAT reserves the right to limit or deny such requests.

Assignment of space for exhibits accepted by IVAT is made by the IVAT Exhibitor Department on a first-come, first-served basis. *Priority of space assignment will be based on the date and time the application is received.* The number of booths requested on the application will be consideration for ranking applications received at the same time.

*Exhibit applications will be accepted beginning **January 18, 2010** and ending **July 15, 2010.** Exhibitors sending overnight packages should indicate an afternoon delivery.* Exhibit applications may be faxed, mailed, couriered, or hand delivered. Get a 10% **Discounted Rate** if you sign up by **March 1, 2010.**

EXHIBIT BOOTH SPECIFICATIONS

Booth dimensions indicated on the exhibit floor plan are believed to be accurate, but may be approximate. All booths are 8' x 10'. The allowable floor load is 350 lbs. per square foot. Following are specifications for in-line, peninsula, and island booths. *No walls, partitions, decorations, or other obstructions may be erected without adequate see-through to neighboring exhibitors.* Exhibitors who wish to use any nonstandard booth equipment or any signs, decorations, or arrangements of display material that conflict in any way with these regulations must submit 2 copies of a detailed sketch or proposed layout (including dimensions) for approval.

Standard In-Line Booth:

Standard in-line booths must not be higher than 8 feet at the back wall and 4 feet on the side dividers along the aisles. Display fixtures over 4 feet in height must be confined to that area of the exhibit booth, which is within 4 feet of the backline.

Premium Booth:

A premium booth is defined as two booths facing a cross aisle. Premium booths must not be higher than 16 feet at the back wall and can only extend 4 feet to the left and right from the center backline. The exhibit must then drop to the 4-foot height maximum of in-line booths. The 16 feet in height can extend to the front of the booth as long as it is centered within the back wall limit. To ensure adequate see-through of premium booths (and to avoid on-site display changes or alterations). Conference Coordinator requires premium booth display blueprints or sketches be forwarded to the Exhibitor Coordinator prior to the conference.

Services and Equipment Provided:

In addition, the space itself for the entire exhibit period, each booth includes (1) 6 foot draped table, (2) contour chairs, (1) waste basket, a standard one-line sign (7"x44") showing the name of the exhibitor and the booth number and janitorial service for the aisles of the exhibit area. Each booth has aluminum framework with drapery. The ballroom is carpeted. Display units, carpeting, extra tables or chairs, electricity, telephone service, daily cleaning, etc. for individual booths are not included in the price of the booth space. These items may be ordered at additional cost from the show decorator (GES). Make sure that ALL equipment requests are placed BEFORE arrival at the exhibit hall. GES will be unable to fill requests after September 21st. Information on ordering these services will be included in the Exhibitor Service Kit that will be sent in July and August from the official exhibit show decorator and drayage firm, GES.

Lighting and Electrical Work:

Adequate illumination of the exhibit area is provided. Electrical Local Union 569 claims jurisdiction over all installation and dismantling of exhibits and displays.

Individual electric outlets may be obtained at additional cost. All electrical work must be ordered through and installed by GES to ensure it will meet safety requirements. Power is provided at 120/208 volt, single phase and phase 3. A detailed electrical service order form will be included in the Exhibitor Service Kit mailed in July. Electrical equipment must be listed equipment (U.L., F.M., etc.). In addition, electrical wiring must be in accordance with the National Electrical Code. 14 gauge wire or better is required for all connections. All extension cords must be 3-wire grounded.

Hanging Items:

Overhead hanging signs, banners, or display materials are limited to IVAT services and exhibits.

Telecommunications and Internet Service:

There will be an exclusive technology services provider at the *15th International Conference on Violence, Abuse and Trauma*. Detailed telecommunications and Internet service order forms will be included in the Exhibitor Service Kit.

Booth Cleaning:

GES will be the provider of cleaning services within the exhibit hall. Booth cleaning order forms will be included in the Exhibitor Service Kit. GES personnel will not clean the interior of exhibit booths without a written order.

Labor:

Exhibitors are required to observe all union labor contracts enforced within the exhibit hall. Carpenters Local Union 831 claims jurisdiction over all installation and dismantling of exhibits and displays with the following exceptions. Exhibiting companies occupying 100 square feet (10' x 10') or less of exhibit space are allowed up to two full-time exhibiting company employees one hour to erect and one hour to dismantle their exhibit without union labor. Once this time allocation has been met, the exhibitor must hire union labor from the official contractor to complete their installation and dismantle. Exhibitors may place their products within their exhibit booth without the use of union labor. Additional information and guidelines concerning the use of labor will be included in the Exhibitor Service Kit that will be sent in July-August.

Freight Handling:

Teamsters Local 542 claims jurisdiction over all unloading and reloading of freight, exhibit materials, product, empty containers, and related equipment. The official exhibit show decorator and drayage firm GES also have jurisdiction over all material handling equipment including but not limited to forklifts, tow motors, dollies, pallet jacks, etc. An exhibitor may hand carry in one trip any material that does not require the use of wheels or other material moving devices. Equipment may only be delivered or removed through the loading dock.

Hand-carried Freight:

Exhibitor move-in is not permitted through the main lobby with the exception of small hand-carried freight only. Parking or unloading in front of the Town and Country Resort and Convention Center is not permitted. In addition, escalators and lobby elevators are restricted for passenger use only.

Protective Footwear:

Exhibit halls during move-in and move-out are considered hazardous areas and as such, proper footwear must be worn at all times.

BOOTH CANCELLATIONS & REFUND POLICY

Because of the many advance preparations in connection with the IVAT Exhibit, the cancellation deadlines are as follows:

- *Full refund for cancellations received prior to May 1, 2010.*
- *50% refund for cancellations received from May 1 - July 1, 2010.*
- *No refund for cancellations received after July 1, 2010.*

If the Conference Exhibit is canceled due to circumstances beyond the control of IVAT, all payments connected with booth rental will be refunded.

CONTRACTUAL AGREEMENT

It is agreed that the exhibitor will abide by the rules and regulations cited above before, during, and after the exhibit, and by other reasonable rules considered necessary by the IVAT or the Town and Country Resort and Convention Center, provided that these rules do not materially alter the exhibitor's contractual rights.

All matters and questions not covered by these regulations are at the decision of Convention Management. These regulations may be amended at any time by IVAT Management, and all amendments that may be so made shall be equally binding upon publication on all parties affected by them, as are the original regulations.

The application to exhibit at this IVAT Annual Conference and any agreement incorporated in it shall be governed by the laws of California.

EXHIBIT CONTENT

Decisions regarding the acceptability of exhibits will be made in the first instance by the IVAT President. The IVAT staff, acting through its President, reserves the right and sole discretion to reject any proposed exhibit for any reason. Potential exhibitors are advised that the acceptability of products or services for display at the IVAT Convention is based on legal, social, professional, and ethical considerations. Exhibits may not be inconsistent with the professional nature of the IVAT Convention. Exhibit space is not intended for airing either side of a controversial social, political, or professional issue. Exhibit space is not intended for the purpose of campaigning for IVAT or Alliant governance offices. IVAT reserves the right to require exhibitors to edit, amend, or eliminate parts of exhibits that in the Institutes opinion are not in keeping with the Institute objectives or are otherwise inconsistent with IVAT/Alliant policies.

Potential exhibitors are advised that contests, lotteries, raffles, and games of chance may not be conducted without prior approval of the Conference Coordinator. For more information on conducting a contest, lottery, raffle, or game of chance, refer to this Exhibitor Prospectus under the heading: "Promotional Opportunities."

EQUAL EMPLOYMENT OPPORTUNITY

The Institute on Violence, Abuse, and Trauma endorses equal employment opportunity practices and accepts exhibit applications only from organizations that are not discriminatory on the basis of race, color, sex, religion, age, national origin, veteran status, or physical disability. In addition, IVAT requires exhibitors not to discriminate on the basis of marital status, the numbers and ages of dependent children, mental disability, or sexual orientation.

ACCESS FOR PERSONS WITH DISABILITIES

IVAT works to provide an accessible convention for all attendees with disabilities and believes that persons with disabilities should be given the opportunity to participate and interact to the fullest extent possible. As a prospective exhibitor, IVAT encourages you to make your booth accessible to persons with disabilities. This entails simple alterations to remove or modify physical barriers and to provide accessible promotional materials. Exhibitors should set up their displays to allow persons using wheelchairs to easily enter the booth and view materials. This can be done by lowering displays or counters and insuring that there is ample entrance space in the display area. Exhibitors should provide order forms or promotional materials in alternate formats such as large print, Braille, or computer disk for persons who are blind or visually impaired. Approach persons with disabilities with a positive, relaxed attitude in the same way you would approach any prospective customer. Plan in advance how you will welcome persons with disabilities into your booth. If altering your display is not an option, make up in service what you lack in "architecture."

INSTALLATION AND DISMANTLING OF EXHIBITS

INSTALLATION HOURS

Saturday, September 11, 9:00 a.m. - 4:00 p.m.

EXHIBIT HALL HOURS

Sunday, September 12, 8:00 a.m. - 7:00 p.m.

Monday, September 13, 7:30 a.m. - 5:00 p.m.

Tuesday, September 14, 7:30 a.m. - 5:00 p.m.

Wednesday, September 15, 7:30 a.m. - 12:30 p.m.

For safety purposes, children under 16 years of age will not be permitted in the exhibit hall during the hours of installation and dismantling.

DISMANTLING HOURS

Wednesday, September 15, 12:30 p.m. - 2:00 p.m.

We ask that Exhibits NOT be disturbed, dismantled, or removed before 12:00 noon on Wednesday on September 15, without prior notification.

Exhibitors are required to have Exhibits set up during all exhibit dates and times. Exhibitors are required to be in the exhibit hall at the close of the show (1:00 p.m.) on September 15th as this is also the time the decorator will begin collecting tables, chairs, table drapes, etc. It is also a time of possible theft. For this reason, exhibitors are urged to pack their materials and make all arrangements with the show decorator, GES as to the disposition of their outgoing freight prior to leaving the exhibit hall.

ACCEPTANCE OF EXHIBITS

Applications for exhibit space are subject to review as described in this exhibitor prospectus under the heading "EXHIBITOR CONTENT". First-time Exhibitors should include a sample brochure or pamphlet with their exhibit application for this purpose.

Unethical conduct or infraction of rules on the part of the exhibitor or the exhibitor's representatives, or both, will subject the exhibitor or said representatives to dismissal from the exhibition area, in which event it is agreed that no refund shall be made by the IVAT and, further, that no demand for redress will be made by the exhibitor or the exhibitor's representatives.

The exhibition of products or services at the IVAT 15th International Conference on Violence, Abuse and Trauma is neither an endorsement of the organization that exhibiting is nor of the products or services exhibited. IVAT is not responsible for any claims made by an exhibitor. In addition, an exhibitor may not, without prior consent, incorporate in subsequent promotions the fact that a product or service has been exhibited at an IVAT International Conference.

"FREE TAKE ONE" EXHIBIT BOOTH

This type of display allows for an unattended exhibit in the Atlas Foyer. Your handouts will be readily available for anyone who is interested. We recommend about 500 pieces per space. Because the cost of this exhibit is only \$100 per space reserved, there are no complimentary badges included in this offer.

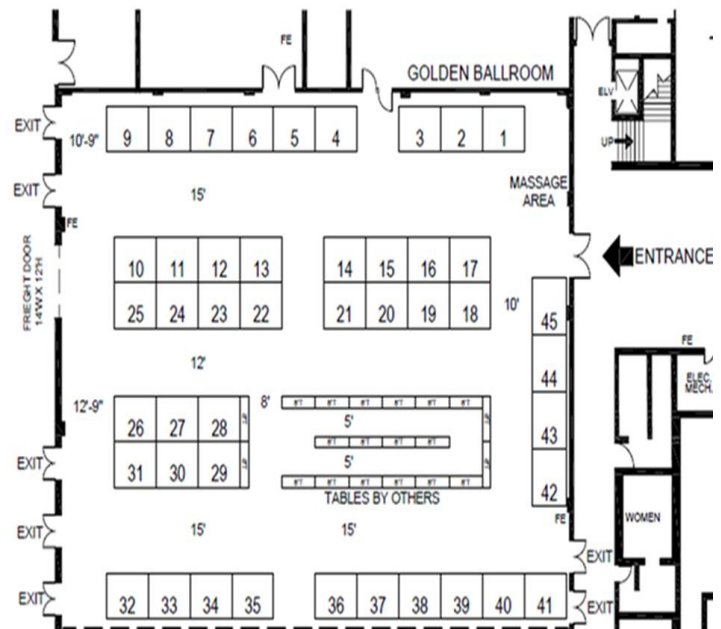
EXHIBITOR REGISTRATION

All exhibitors will receive a maximum of two exhibitor badges. Exhibitor representatives will be required to wear these badges at all times while in the exhibit hall. All exhibitors will receive a maximum of two exhibit hall badges. In addition, exhibitors will receive one complimentary registration to the conference with a second available at a discounted price.

Each exhibitor is encouraged to register representatives in advance. After September 2, 2010, representatives must register onsite at the Exhibitors' Registration Desk. The Exhibitors' Registration Desk will be located in the IVAT Registration Area located in the exhibition hall of the Town and Country Resort and Convention Center. The desk will be open from 10:00 a.m. to 5:00 p.m., Friday, September 10, 2010.

EXHIBIT HALL DIAGRAM

Golden Ballroom, Town and Country Resort & Convention Center
500 Hotel Circle North
San Diego, CA 92108
www.towncountry.com



LIABILITY AND INSURANCE

The exhibitor, upon contracting to exhibit, expressly releases the IVAT, Alliant International University, or any of its officers, directors, employees, or committee members, or the owners, employees, or representatives of the Town and Country Resort and Convention Center (hereafter collectively referred to as the IVAT and the Center) from any responsibility or liability for any injury, loss, or damage that may occur to the exhibitor or to the exhibitor's employees or property prior to, during, or subsequent to the period covered by the exhibitor's contract, including, but not limited to, any responsibility or liability for negligently caused injury, loss, or damage; and further, the exhibitor agrees to hold harmless and indemnify the IVAT and the Center against any and all claims made against the IVAT and/or the Center by any person, and arising out of the exhibitor's acts or omissions.

The official exhibit show decorator and drayage firm is:

GES Exposition Services

491 C Street Chula Vista, CA 91910
Phone: (619) 498-6744
Fax: (619) 498-6366

Exhibitor Service Kit:

Approximately 90 days prior to the conference (June), each exhibitor will receive an Exhibitor Service Kit containing order forms; rental costs of booth furniture, additional draping, accessories, special work (such as carpentry, painting, additional signs, electrical work, floral decorating, audio-visual equipment rental, and so forth); labor regulations; and payment terms.

Information concerning the shipping of your materials to San Diego, CA will be included in the Exhibitor Services Kit.

Shipping:

All freight shipments must be consigned to: "GES Exposition Services". **ALL SHIPMENTS MUST BE SENT PREPAID.**

All shipments may be sent to the advance warehouse and should be scheduled to arrive at GES in Chula Vista warehouse no later than Thursday, September 9, 2010.

Advance warehouse shipments are to be consigned to:

15th International Conference on Violence, Abuse and Trauma

Exhibitor Name/Booth Number
GES Exposition Services
491 C Street
Chula Vista, CA 91910
Phone: (619) 498-6744
Fax: (619) 498-6366

To verify or confirm receipt of advance warehouse shipments, contact:

Alex M. Godau

Senior Account Representative-San Diego
GES Exposition Services
Phone: (619) 498-6336
Mobile: (619) 921-6688
Fax: (619) 498-6366
agoldau@ges.com | <http://www.ges.com>

All Shipments will be made through GES.

ADVERTISEMENT

The 15th International Conference covers all aspects of violence, abuse and trauma prevention, intervention and research. It is a unique forum for people of all disciplines and philosophies to network and exchange ideas and information.

Your prominent participation in the Conference as an advertiser in our 80-page program will help realize overall goals as well as help advance your organization's recognition as a leader in your field.

Advertising Rates:

-
- Full inside front cover - \$800
- Full back of program - \$800
- Full inside back cover - \$750
- ½ page advertisement - \$450
- ¼ page advertisement - \$250

15th International Conference on Violence, Abuse and Trauma

(Formerly the International Conference on Family Violence)



EXHIBITOR / ADVERTISEMENT APPLICATION

Organization:
Contact Name:
Title:
Mailing Address:
Phone:
Fax:
Email:
Website:

- **Standard Booth:** All booths measure 8'x10' on the enclosed floor plan. All booths are equipped with an 8 foot backdrop, 3 foot side draperies, (1) table, (2) chairs and (1) wastebasket. The basic booth rate includes security during open hours, general lighting, ventilation, air-conditioning and a one-line sign (7"x44").
- **Premium Booths:** Two standard booths together
- **Take One:** Allows for an unattended exhibit. Your handouts/materials will be readily available to be picked up by anyone who is interested. We recommend 500 pieces per space.

Register by March 1, 2010 and receive a 10% Discount!

Booth Size	New Exhibitor	Returning Exhibitor	Non Profit	Number Requested
Standard	\$600	\$500	\$350	
Premium	\$950	\$850	\$700	
Take-one	\$100	\$100	\$100	

Preferred Location (refer to diagram): _____ 1st Choice _____ 2nd Choice _____ 3rd Choice

Advertisement: appears on the final program (80-page, black & white, 8 1/2 x 11) that will be given to all attendees onsite.

Full Inside Front Cover	Full Back of Program	Full Inside Back Cover	Half Page	Quarter Page
\$800	\$800	\$750	\$450	\$250

Total Payment Due: _____

Please indicate principal products or materials to be displayed or sold. First-time exhibitors, please include a sample brochure with your application.

DESCRIPTION: _____

A 25-word description of your exhibit will be published in the program.

PAYMENT:

Payment by Purchase Order: Under government regulations, federal and state agencies may defer payment if a copy of a Purchase Order is submitted with the application.

Payment by Check: Our payment of \$ _____ is enclosed.

Mail this application, along with your check made payable to **Alliant International University (IVAT)**

15th International Conference – Exhibits

Attention: Ana C. Stover
10065 Old Grove Road, Suite 101
San Diego, CA 92131

Payment by Credit Card: Visa MasterCard

Account Number: _____ Expires: _____

Authorization Code from back of credit card (3-digit): _____

Name as it appears on the Card: _____

Credit Card Billing Address: _____

Amount \$ _____ Signature: _____

Agreement and Signature

The Institute on Violence, Abuse & Trauma is hereby authorized to reserve space for the exhibit at the *15th International Conference on Violence, Abuse, and Trauma*.

Signature: _____ Date: _____

Please contact Ana Stover, Development and Outreach if you have any questions regarding Exhibits: astover2@alliant.edu, or (858) 527-1860 Extension 4140, or by Fax (858) 527-1743.

FOR IVAT USE ONLY

Space Assignment: _____ Confirmation Mailed _____ by _____ Cost of Space _____

Deposit Received: _____ Date/Check No. _____ Balance Due \$ _____

Balance Received: _____ Date/Check No. _____ Exhibitor Info _____

Product List: _____

