Exhibitor Agreement
(Please print or write legibly)

Business Exhibitor: $250
• Exhibitor receives one table and conference registration (including lunch & breaks) for one representative. Additional representatives are required to register and pay the reduced registration fee of $85 per person.

Non-Profit/ Government Agency Exhibitor: $125
• Exhibitor receives one table and conference registration (including lunch & breaks) for one representative. Additional representatives are required to register and pay the reduced registration fee of $85 per person.

Consortium Exhibitor:
• Free table (value $125-$250), but must register and pay reduced registration fee of $65 per person (includes lunch and breaks).

Agency Name: ________________________________________________________________
Agency Address: ________________________________________________________________
______________________________________________________________________________
Contact Person/Title: _____________________________________________________________
Telephone: _____________________________________________________________________
Email: _________________________________________________________________________
Name(s) of person(s) who will be manning the exhibit:
_____________________________________________________________________________

I agree to support the 2015 Beard Center on Aging Annual Conference at the following level (Please check one):

___ Business Exhibitor: $250 $______________

___ Non-Profit/ Government Agency Exhibitor: $125 $______________

___ Consortium Exhibitor (Only pay for individual conference fee for representative(s) manning the exhibit ($65/each) $______________

If you would like a tablecloth provided, the fee is $20.00/tablecloth $______________

Total enclosed: $______________
Set Up Logistics: (Please check all that apply)

______ Need to be near an electrical outlet
______ Need a second chair available
______ Will be bringing a floor display
______ Plan to make a Silent Auction donation
______ Would like to make a major prize donation for the drawing at the end of the conference
____ Other needs not noted above: ________________________________________________________
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Exhibitor Guidelines:
Please read the attached “Exhibitor Guidelines” and indicate that you agree to all conditions stated, by signing below.

Name _______________________________ Date ______________________

Please mail with this form and payment to the Beard Center on Aging at Lynchburg College, 1501 Lakeside Dr., Lynchburg, VA 24501 or fax it to (434)544-8580. If you fax your form, please call and alert us to this so we won’t miss it. Make checks payable to Beard Center on Aging.

For additional information, contact Denise Scruggs at 434-544-8456; email: scruggs.dr@lynchburg.edu

**Application Deadline – April 30, 2015**
Date/Hours of Exhibit:
Exhibits will be open on June 2, 2015, from 8 am-2:30 pm. Please plan to be available during each break period until 2:30 pm which is the end of the last break. Please note that we will be inviting faculty and staff at Lynchburg College to stop by the exhibits during the conference day to increase your exposure.

Exhibitor Registration:
To prevent confusion and give us enough time to prepare name tags, please have all persons who are manning your table to pre-register for the conference and pay by April 30, 2015. Registration can be done online at www.lynchburg.edu/beard.

Set Up & Arrival:
Exhibitors can set up their exhibits on Monday, June 1st between 3-4:30 pm or on Tuesday, June 2nd between 7 am – 7:45 am. Check in at the Registration table for further instructions and to pick up your conference name tag BEFORE setting up your exhibit. Please don’t arrive before 3 pm on Monday as the set up will not be available until that time. Also, don’t leave out items of value overnight as the building will be open without supervision and the college cannot assume responsibility for anything lost or stolen. Vendors are responsible for transporting, unloading, and setting up their exhibits.

Lunch:
*Lunch will be provided in the Drysdale Center Dining Room with other participants.*

Exhibit Area:
Exhibitors are located in the mainstream of the conference meeting rooms, breaks and registration area to maximize interactions with participants. The exhibit areas located on the first and second floor of Schewel Hall will not be locked. Spaces have been designated for sponsors and for those needing electrical outlets, so please do not setup in these areas unless you are a sponsor or have requested an electrical outlet. If you do, you will be asked to move your display.

Display:
*Equipment Provided:* Each exhibitor will receive a 6’ or 8’ table and one folding chair. If additional chairs are needed, please note this on the exhibitor application. Any necessary equipment, such as audiovisuals, extension cords, etc. must be supplied by the exhibitor. Please notify us about any electrical outlet needs on or before April 15th, as they are limited.

*Floor Displays:* This year we are allowing exhibitors to bring floor displays. We have limited space so we ask that you make prior arrangements for a smaller table or you bring your own table. You will be provided the same amount of space as a 6-8 foot table for your entire exhibit. If you plan on bringing a standing banner/floor display, contact the Beard Center via e-mail by April 30th so we can arrange a smaller table.

*Table Assignments:* With the exception of sponsor tables and exhibits needing electrical accommodations, tables will be filled on a first come, first serve basis.

Silent Auction & Door Prizes:
As we did last year, we will only offer one or two large prize drawings (valued at $100 or more) at the end of the conference day, as an incentive for attendees to stay until the end of the conference. In addition, we are holding a silent auction to raise funds to support conference scholarships for seniors and caregivers. We are hoping you will consider donating a prize for the silent auction (value = $50 or greater) or contribute money/prize, for the large prize drawing. We will announce and advertise the agencies providing donations. To prevent confusion and ensure that we recognize your donation, please bring all donations to the Beard Center by May 29, 2015.