



2019 SPONSORSHIP / EXHIBITOR PACKET

Employment, Training, Benefits & Wellness Conference

May 1, 2019 • Jefferson City, Missouri
Capital Plaza Hotel & Convention Center

The information provided below will help you prepare for your exhibit at the Employment, Training, Benefits & Wellness Conference. The conference will be held at The Capital Plaza Hotel & Convention Center on May 01, 2019. Please read the information below carefully. Thank you for your support and we look forward to having you at our conference.

EXHIBIT REGISTRATION

Please check in at the registration table. Name badges will be available on-site for the individuals who are registered. Any exhibitor representative without a name badge will not be permitted to participate in conference activities. Badges must be worn at all times.

EXHIBIT LOCATION

Enter through Capital Plaza Hotel & Convention Center. Exhibit booths will be located in the Atrium area. The booths will be labeled with your company name.

EXHIBIT BOOTH SPECIFICATIONS

All exhibit spaces include an 6' draped table and two chairs. The Titanium booth space will allow additional space and flexibility.

EXHIBIT BOOTH ELECTRICAL

Electricity is available at your booth for an additional \$30.00.

EXHIBITOR MEALS

Lunch will be available only to those individuals who are registered. Please note that we can accommodate only medically necessary and vegetarian special diets. If you have special food requirements, please contact Nan Boland at Nan@MissouriEmploymentConference.com

EXHIBITOR GIVEAWAYS, RAFFLES, DRAWINGS

All exhibitor giveaways, raffles, and drawings are the responsibility of each exhibitor and not the responsibility of Missouri Employment Conference. Exhibitors are responsible for conducting raffles from their tables only. Missouri Employment Conference will not provide materials for the raffles and will not announce winners' names. If you are interested in donating a raffle prize to the conference, please contact Nan Boland at Nan@MissouriEmploymentConference.com or 515-331- 9020.

EXHIBIT AREA SECURITY

Missouri Employment Conference will not provide 24-hour security for exhibitors. Exhibitors are responsible for the security of their property and equipment at all times. Missouri Employment Conference and Capital Plaza Hotel & Convention Center are not responsible for any loss, theft or damage to any property left at the venue at any time

COMPLIMENTARY WI-FI

Complimentary Wi-Fi will be provided. Capital Plaza Hotel & Convention Center offers complimentary WiFi. Please use "CPH-Meeting", no password necessary.

MARKETING MATERIALS If you are submitting your company's logo, the preferred format is Adobe Illustrator vector with outlined fonts. Also, acceptable are high-quality JPEGs (300 dpi). Logos taken from your website or with a screen capture tool are generally not usable or will result in poor print quality.

SHIPPING INFORMATION

Due to limited storage space, please send your packages to arrive no more than 2 days before the conference. Packages should be addressed as follows:

Missouri Employment Conference
C/O Sales Dept. | Capital Plaza Hotel & Convention Center
415 West McCarty, Jefferson City, Mo 65101

RETURN SHIPPING INSTRUCTIONS

It is the responsibility of the Exhibitor/Company to make arrangements for exhibit materials to be shipped in or out of the Capital Plaza Hotel. Have the return shipping label prepaid, on the package and leave it with the banquet captain. The captain will have a form you will need to sign.

HOTEL ACCOMMODATIONS

MEC has negotiated discounted prices on hotel rooms at the Capital Plaza Hotel & Convention Center. For room reservations, the preferred method is online. If you wish, you may call the Capital Plaza Hotel & Convention Center reservations desk 800-338-8088 and specify that you are a part of the Missouri Employment Conference. Space is limited at the \$97 rate. Note: Discounted rooms will be available October 1, 2018 through April 15, 2019. **Rate code: 190430MIS**

LIABILITY & INSURANCE

Neither the Missouri Employment Conference (MEC), Capital Plaza Hotel & Convention Center, nor any of their employees or representatives shall be liable for any injury, loss, or damage to the exhibitor's personnel or property or to visitors attending the exhibition. Additionally, neither the Missouri Employment Conference, nor Capital Plaza Hotel 7 Convention Center shall be held liable for the effects of unforeseeable events that may deleteriously affect the quality of the exhibitors' display or the number of people attending the meeting. Neither MEC nor Capital Plaza Hotel & Convention Center accepts any responsibility for an exhibitor's products. All liability shall be covered under the exhibitor's policy.

EXHIBITOR SCHEDULE	
	Tuesday, April 30 - Set up 3 PM
	Wednesday, May 1 - Registration 7 AM
	Exhibitor Hours 7:00 a.m. – 4:00 p.m.
	Tear-down 4:00 p.m. – 5:00 p.m.