



## Exhibitor Information Form

Please complete this Exhibitor Information Form and the Exhibitor Agreement to reserve exhibit space for the 2021 International Short Break Association conference at the Monona Terrace Convention Center, 1 John Nolan Dr Madison, Wisconsin, 53703.

Exhibit space will be open for set-up with staff assistance on June 23, 2021, from 7:00 am to 8:00 am or by appointment. One-day exhibitor fees are not available.

### Section 1: Company/Organization Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company/Agency Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Tel: (W) \_\_\_\_\_ (M) \_\_\_\_\_ (Fax) \_\_\_\_\_

### Section 2: Exhibitor Table Fees

**For Sponsoring Organizations:** If you would like to be a conference sponsor, please complete a separate sponsorship form and attach to the exhibitor form. Organizations providing sponsorship of \$2,500 or more qualify for free exhibitor space, and organizations providing a \$1,000 to \$2,499 sponsorship qualify for a \$100-discounted exhibitor space. Qualifying sponsors will be given first choice of location based on sponsorship level and date of receipt of payment.

Sponsorship form attached       Sponsorship form requested

**All Other Exhibitors:** Exhibit Table Fees (please select one):

For profit \$600  
 Non-profit \$250 (*Non-profits must attach a copy of their Federal Non-Profit Status letter with Federal Identification Number*)

### Fee includes:

- One 6' Table, clothed and skirted, with two chairs and wastebasket
- Electrical power upon request by checking appropriate box below

**Additional fees:** Wi-Fi is available throughout the conference area. Audio-visual (AV) needs are subject to additional fees. The cost of AV will be determined based on the number of exhibitors needing audio-visual services. We will notify you of these additional fees prior to the conference. Your company or agency is also responsible for any shipping costs. Materials should not be delivered to the venue prior to June 20, 2021 and should be labeled for the International Short Break Association Conference. Boxes/packages may be subject to storage fees if they arrive prior to June 20th. (Refer to the Exhibitor Agreement – Shipping & Storage for more info.)

If you indicate yes to the AV request, we will provide more detailed information regarding fee amounts, separate order forms and instructions for payment. Do you require:

- 1) Electrical outlet?  Yes  No  
2) Audio visual equipment?  Yes  No If yes, please specify \_\_\_\_\_

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### Section 3: Payment

Please note that there is no charge for exhibit space for Champion, Platinum, Gold and Silver Sponsors (write Sponsor in total), and there is a discount of \$100 for Bronze Sponsors.

For profit (\$600)	\$ _____
Non-profit (\$250)	\$ _____
Less \$100 discount for \$1,000-2,499 level sponsors	\$ _____
<b>Total</b>	<b>\$ _____</b>

#### Please choose form of payment:

**Check:**  Make check payable to: Conference Management

**Credit Card:** VISA  MasterCard  Discover  American Express

Card Number: \_\_\_\_\_ Security Code: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Name on card: \_\_\_\_\_

Card holder's signature: \_\_\_\_\_

#### Billing Address:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**All exhibitor fees are payable no later than May 3, 2021!**

#### Please include:

- a completed copy of this **Exhibitor Information Form, Agreement & Payment**; and
- a **Sponsorship Form** if applicable, and **Payment**



International Short  
Break Association

## Exhibitor Agreement

### Instructions

- ✓ Please read this **Agreement** carefully and complete all information required.
- ✓ Complete and sign this **Exhibitor Agreement**.
- ✓ Send this **Exhibitor Agreement**, the **Exhibitor Information Form**, and **Payment or credit card information** signed in either electronically to conference fiscal sponsor at [isba2021@union.wisc.edu](mailto:isba2021@union.wisc.edu) or mail to:

Laura Richards, CMP  
Conference Management | Wisconsin Union  
University of Wisconsin Madison  
800 Langdon Street  
Madison, WI 53706

### For your Reference

- **Confirmation** – Exhibitor fees are due no later than May 3, 2021. A confirmation of your exhibit table assignment will be sent to you via email by May 10, 2021, once your forms and payment have been received. Additional instructions may be included in confirmation email.
- **Additional Fees** – Audio-visual (AV) needs are subject to additional fees. The cost of AV will be determined based on the number of exhibitors needing audio-visual services. We will notify you regarding fee amounts, and provide separate order forms and instructions for payment prior to the conference.
- **Shipping and Storage** - Your company/agency is responsible for shipping costs. Conference materials may be shipped directly to the hotel for delivery no earlier **than June 20, 2021**. The shipping address is ISBA conference c/o Monona Terrace Community and Convention Center, 1 John Nolen Dr, Madison, Wisconsin, 53703. There are no handling or storage fees within this timeframe.
- **Set up and Take-down** - Exhibitors are expected to set up and be available before registration starts at 7:30 am on June 23, 2021. The Exhibit area will also be open on June 23 from 7:00 am to 8:00 am for set up. Exhibits should be dismantled between 3:00 p.m. and 5:00 p.m. on June 24, 2021. Additional set-up information will be provided in your confirmation letter after booking.
- **Exhibitor Meals** – Lunch will be provided for exhibitors on all days of the conference
- **Exhibitor Booths** – Booths will include a 6-foot skirted table, 2 chairs, and a waste basket.

### Cancellations

Cancellation of any portion of this contract by the Exhibitor will be accepted only at the discretion of ISBA and in all cases subject to the following refund policies:

- On or before April 15, 2021: 80% refund on canceled exhibit space
- After April 16, 2021: No Refund

Notification of cancellation will only be considered official when submitted in writing and sent to the address above and will be subject to the above policy based on postmark date.

**Additional Terms and Conditions**

The undersigned agrees to the following provisions:

- 1) Spaces will be allocated on the basis of sponsorship levels and/or the order in which the application, agreement, and payments are received. ISBA reserves the right to change location assignment of exhibit table at any time, as it may in its sole discretion seem necessary.
- 2) If Exhibitor fails to pay the space rental before May 3, 2021, the Exhibitor’s right to exhibit may be canceled without further notice. If Exhibitor cancels its participation in the conference, such cancellation shall be considered a default on its part, and any money paid shall be retained by ISBA as stated under Cancellations above.
- 3) Exhibitor agrees to indemnify and release ISBA, the ARCH National Respite Network, and the Respite Care Association of Wisconsin from responsibility for any loss, property damage, or personal injury that may occur to the Exhibitor, its employees, independent contractors or persons using the Exhibitor’s equipment. Exhibitor is liable for any and all damage. Exhibitor acknowledges that ISBA, the ARCH National Respite Network, and the Respite Care Association of Wisconsin and the Monona Terrace Convention Center do not maintain insurance covering the exhibitor’s property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage/loss insurance covering such losses by Exhibitor.
- 4) If the ISBA, the ARCH National Respite Network, and the Respite Care Association of Wisconsin are prevented from holding the conference or having commenced it, is thereafter precluded from continuing it, due to acts of nature, fires, strikes, or any other causes beyond its control, proportionate refunds for the rent paid will be made to the Exhibitor.
- 5) Exhibitor agrees to prepare any exhibit of its products or services, which shall be directly pertinent to the function or industry represented by the conference specified, and as approved by ISBA for display.

The Exhibitor and ISBA and partnering agencies shall be bound by these terms, conditions and rules for exhibiting in the 2021 International Short Break Association Conference and the parties acknowledge and agree to such terms and conditions.

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Lifespan Representative: \_\_\_\_\_

***Thank you for your Support!***

**Note:** If you have questions about exhibitor opportunities, please contact Laura Richards at [isba2021@union.wisc.edu](mailto:isba2021@union.wisc.edu) or call (608)265-6534.

