



2009 Exhibitor Application Facts Sheet

December 10, 2009

Boston Convention & Exhibition Center, Boston

Thank you for your interest in becoming an exhibitor at the Massachusetts Conference for Women. We look forward to receiving your application. Please read the following sheet for important information regarding the participation process for the Massachusetts Conference for Women. If you have any questions, please call Exhibitor Registration at 866-433-1437 for assistance. More answers to Frequently Asked Questions can be found online at www.maconferenceforwomen.org.

CONTACT INFORMATION

Mailing Address: Exhibitor Registration
Massachusetts Conference for Women
P.O. Box 162
Norfolk, MA 02056
866-433-1437 phone

FAX: 617-507-6367

E-Mail: exhibitors@maconferenceforwomen.org

IMPORTANT APPLICATION INFORMATION

1. There is no deadline to apply. However, booths are assigned based on the date of application receipt. To secure the best booth spaces, make sure to send in your completed applications early. Applications are not considered to be complete and will **not be considered without payment**.
2. Applications will not be reviewed without payment or the required documentation. If payment is made with credit card, the application and supporting documents can be faxed, emailed, or mailed to the contact above. Check payments must be mailed and the application must be included with the check.
3. The majority of correspondence regarding your booth will be sent by email, however your Conference badges will be mailed to you at the address provided on the application. If there is a change in primary contact, it is your responsibility to notify us as soon as possible. If you have received no correspondence within one month of the Conference, please contact us immediately so that we can arrange for alternate delivery of important Conference information.
4. Electricity, phone, internet access and carpet are **not included** in your booth package and should be purchased separately. An electronic decorating company kit will be distributed to all exhibitors prior to the show which outlines ordering procedures. Please note that additional *material handling fees* will apply when using union labor to unload your items into the exhibit hall. Be sure to read through your kit in its entirety and make sure you understand any possible additional fees for your booth.
5. All exhibitors must provide a detailed description and/or photos of their products and booth setup. All exhibitors who intend to sell or promote merchandise must submit photos of their booth and/or products with application. Photos will not be returned. Photos may be submitted online. All exhibitors are also required to submit a program listing form, attached with the application. The booth category is used for booth assignment. Please use one of the pre-determined categories that most closely describes your organization. If you cannot find the appropriate booth category, please select "Other" and create a **one-word** description to indicate an appropriate category.
6. Proof of 501(c)3 non-profit status is required to obtain this tier of pricing. Acceptable forms of proof are a letter from IRS or State Tax Agency indicating 501(c)3 status. Certificate of tax exemption and prior tax returns are not considered proof of 501(c)3 status. Failure to provide a copy of either of these letters will result in the price of your booth reverting to the regular non-profit rate.

EXHIBITOR SPACE AVAILABLE FOR NEW CAREER FAIR!

If you are a local or national employer or recruiter with current employment opportunities in Massachusetts, consider exhibiting at the Conference's ReWork Career Fair, co-hosted by career expert Tory Johnson, CEO of Women For Hire and Workplace Contributor on ABC's Good Morning America.

The ReWork Career Fair will be held in conjunction with the Conference Exhibit Hall, and it will be open to Conference attendees as well as separate registrants. Expert speakers will present workshops on career development and advancement as well as practical advice such as resume development and networking tips.

This is a perfect opportunity to connect with an amazing group of dynamic, motivated, and qualified women! To be eligible for the Rework Career Fair area of the exhibit hall, you must actively promote and/or recruit for employment positions in your company. Just complete the following application and check the Career Fair box.

MULTIPLE BOOTH DISCOUNT

If you are purchasing more than one booth space, please refer to the following schedule to determine the appropriate discount. The Conference does not guarantee multiple booth discounts will be applied if the discount is not indicated on the original application.

Qty Booths Purchased	Regular Discount	Gov't Agency/Non-Profit Discount	501(c)3 Non-profit Discount
One	\$0.00	\$0.00	\$0.00
Two	\$ 125.00	\$75.00	\$50.00
Three	\$ 225.00	\$100.00	\$75.00
Four [†]	\$350.00	\$200.00	\$100.00
Five or more	Please contact show management	Please contact show management	Please contact show management

[†]For purchases of four inline booths.

Not applicable to the purchase of island booth spaces.



December 10, 2009
Boston Convention & Exhibition Center
Boston, Massachusetts

Complete and return application form
with payment to:

The Massachusetts
 Conference for Women
 PO Box 162
 Norfolk, MA 02056

or fax completed application to
 617-507-6367

Questions? Please call 866-433-1437
 or email
 exhibitors@maconferenceforwomen.org

Application deadline: none, but space will fill
 up on a first come first served basis.

CANCELLATION POLICY

CANCELLATION REQUESTS MUST BE RECEIVED IN WRITING.
 CANCELLATIONS RECEIVED BY OCTOBER 29, 2009, WILL
 RECEIVE A 50% REFUND. NO REFUNDS WILL BE GIVEN AFTER
 OCTOBER 29.

**I HAVE READ FULLY AND UNDERSTAND THE EXHIBITOR
 FACT SHEET AND CANCELLATION POLICY.**

X
 SIGNATURE OF PERSON COMPLETING APPLICATION

All applications are reviewed by exhibit
 show management. You will be
 contacted via email as to your status,
 once your application has been
 reviewed.

MCW Federal ID# 20-2699177

EXHIBIT SPACE APPLICATION

CONTACT NAME _____

ORGANIZATION/COMPANY _____

MAILING ADDRESS _____

CITY, STATE, ZIP _____

WEBSITE _____

PHONE () _____ FAX () _____

E-MAIL _____

DETAILED DESCRIPTION OF BOOTH/PRODUCTS TO BE EXHIBITED: ATTACH PHOTOS, IF APPLICABLE

Place our booth in the **ReWork Career Fair** area of the
 exhibit hall *Co-sponsored by Women for Hire

BOOTH TYPE	REGULAR PRICE	NON-PROFIT OR GOV'T AGENCY	501(c)(3) NON-PROFIT*	QTY	SUBTOTAL
STANDARD (10'x10')	\$675	\$475	\$375		\$
CORNER (10'x10')	\$800	\$675	\$575		\$
ISLAND (20'x20')	\$3975	\$3350	\$2850		\$
			Multi-booth discount (see pg2)		-\$
			TOTAL DUE		\$

*501(C)(3) ORGANIZATIONS **MUST** SUBMIT PROOF OF STATUS WITH APPLICATION TO RECEIVE DISCOUNTED RATE. WITHOUT DOCUMENTATION, STANDARD NON-PROFIT RATES WILL PREVAIL.

PAYMENT INFORMATION

Payment must be received at time of application. Unpaid applications will not be reviewed. We regret that we cannot accept purchase orders.

MY CHECK IS ENCLOSED (PAYABLE TO "THE MASSACHUSETTS CONFERENCE FOR WOMEN")

MASTERCARD VISA AMERICAN EXPRESS

ALL INFORMATION IS REQUIRED

NAME ON CARD _____

CARD NUMBER _____

EXPIRATION DATE _____ BILLING ZIP CODE _____

SECURITY CODE (MC, VISA 3- OR AMEX 4-DIGIT) _____

X
 SIGNATURE OF CARDHOLDER



2009 MASSACHUSETTS CONFERENCE FOR WOMEN PROGRAM LISTING FORM

Please complete the following form with the information *as you would like it listed in the program* and return with your application. Exhibitors accepted into the conference exhibit show will be listed in the program, so long as they met the printing deadline. This form will also be used to create booth signage.

Company/Organization: _____

Website **OR** Email: _____

Address (optional): _____
Including City, State and Zip

Phone (optional): _____

Booth category (Please select **one**):

Retail (includes all exhibitors who intend to sell items)

Education

Health/Wellness

Finance

Environment

Government Agency

Technology

Media/Publication

Entertainment/Recreation

Travel

Community Service/Volunteer/Nonprofit

ReWork Career Fair

Other (please specify in one word) _____

Each 10'x10' booth comes with:

- 6' skirted table *not included in island booths
 - Two chairs *not included in island booths
 - 8' back drape *not included in island booths
 - 3' side drape *not included in island booths
 - Listing in Conference program
 - Listing on Conference website
 - Booth identification sign
 - Three (3) Exhibit Hall Only passes, to be used by booth staff
 - One (1) complimentary ticket to the Conference and Keynote Luncheon *not included in sponsor packages
- * Please note that breakfast and lunch are **not** included in your booth package. You can use your conference ticket for one (1) person to attend the lunch. Any other meals needed for your booth staff should be purchased onsite at the concessions booth or brought with you.

The following items are not permitted in your booth:

- Open flames
- Helium balloons
- Food/beverage for distribution (except in cases outlined in the FAQ available online)
- Adhesive-backed decals for distribution
- Animals or pets (except service animals)
- Flammable objects

Please note: this list is not comprehensive and may be amended at any time to include further items. Contact exhibit show management for a full list of prohibited items.

For more information on booth setup and answers to other frequently asked questions, visit the website at www.maconferenceforwomen.org and click on "Conference" and then "Exhibitors."