



Fourth Annual Human Trafficking Conference Exhibitor Information

*As Part of WSU CCHT
National Human Trafficking
Awareness Month Events*

January 26, 2018
Wichita State University
Eugene M. Hughes Metropolitan Complex



WICHITA STATE
UNIVERSITY
CENTER FOR COMBATING
HUMAN TRAFFICKING

Breaking Down Barriers: Understanding the Complexity of Human Trafficking

Mark your calendars for **January 26, 2018!** The Wichita State University Center for Combating Human Trafficking is proud to bring you the Fourth Annual Anti-Human Trafficking Conference titled **“Breaking Down Barriers: Understanding the Complexity of Human Trafficking”**. We are excited to once again hold the conference at the Eugene M. Hughes Metropolitan Complex. We invite you to join us as an exhibitor or sponsor of one of the most well attended anti-trafficking conferences in Wichita.

Exhibit Hours

Friday, January 26, 2018

7:00 – 7:30 a.m. Set Up (Conference registration begins at 7:30 a.m.)
7:30 a.m. – 4:30 p.m. Display
4:30 – 5:00 p.m. Tear Down

Space Description

Each exhibit space will be furnished with one 6’ x 30” draped table and two chairs (unless otherwise indicated.) Additional tables are \$25.00 each and must be pre-registered and paid for in advance. Exhibitors may not bring their own tables. Tables are adjacent to each other. There are no physical dividers between spaces. Wireless internet access is available at no additional charge.

Exhibitor Options

- **Option 1 – Table Displays**
Early Bird Rate (by January 5)
\$125 first table, \$25 each additional table

Regular Rate (after January 5)
\$175 first table, \$25 each additional table

Exhibit rates include the following:

- One 6’ x 30” draped table and two chairs (additional tables may be rented if available)
- Listing of organization name and contact information in attendee conference materials (registration must be received by January 13 to be included)
- One ticket for breakfast, lunch and beverages at breaks included for staff (additional tickets may be pre-purchased with registration)

- **Option 2 – Bag Inserts \$50.00**
You can still participate in the Anti-Trafficking Conference even if you are unable to attend in person. Fee must be paid to participate.

Shipping- Materials must be received NO LATER than Friday, January 12. Cost of shipping is your responsibility.

*FedEx or UPS- please ship to our physical address: WSU Conference Office, 5015 E. 29th St., Door “C”, Wichita, KS 67220.

*USPS- please ship to our mailing address: WSU Conference Office, 1845 Fairmount, Campus Box 136, Wichita, KS 67260-0136.

Sponsorship Recognition Levels

Champion Sponsorship: \$2,000.00

Each Champion Sponsor will receive:

- Two complimentary conference registrations to include all sessions, meals, and CEUs.
- Ambassador badge for website and social media
- Priority exhibitor space
- Organization highlighted in conference material and logo on conference t-shirt
- Recognized during opening and closing of conference
- Two 6' x 30" draped tables and two chairs (additional tables may be rented if available)
- Highlighted organization listing, logo, description of services, and contact information- as provided by the sponsor to the WSU Conference Office- in attendee conference materials (registration and information must be received by January 5, 2018 to be included)

Ambassador Sponsorship: \$1,000.00

Each Ambassador Sponsor will receive:

- One complimentary conference registration to include all sessions, meals, and CEUs.
- Preferred exhibitor space
- Ambassador badge for website and social media
- Organization highlighted in conference material and logo on conference t-shirt
- Recognized during sponsored workshop
- One 6' x 30" draped table and two chairs (additional tables may be rented if available)
- Highlighted organization listing, logo, and contact information- as provided by the sponsor to the WSU Conference Office- in attendee conference materials (registration and information must be received by January 5, 2018 to be included)

Advocate Sponsorship: \$500.00

Each Advocate Sponsor will receive:

- Admission for two to luncheon panel
- Exhibitor Space
- Organization highlighted in conference material and logo on conference t-shirt
- Ambassador badge for website and social media
- Sponsored break recognition
- One 6' x 30" draped table and two chairs (additional tables may be rented if available)
- Highlighted organization listing, logo, and contact information- as provided by the sponsor to the Conference Office- in attendee conference materials (registration and information must be received by January 5, 2018 to be included)

Ally Sponsorship: \$100.00

Each Advocate Sponsor will receive:

- Admission for one to luncheon panel
- Organization highlighted in conference material
- Ambassador badge for website and social media

How to Reserve Your Spot

To reserve your place at the Fourth Annual Anti-Human Trafficking Conference, complete the Exhibitor/Sponsor Registration and return it to Wichita State University – Office of University Conferences, 1845 Fairmount, Campus Box 136, Wichita, KS 67260-0136 along with your exhibit fees or **register online at:** www.wichita.edu/conferences/humantrafficking.

Remember that your company will be listed on the conference webpage once you have reserved your exhibit space and/or sponsorship, so register early!

Exhibit Information

Conference Location

Eugene M. Hughes Metropolitan Complex
5015 East 29th Street North
Wichita, Kansas 67220

Terms and Conditions: By participating as an exhibitor in the Fourth Annual Anti-Trafficking Conference, you, your company/association, and your representatives agree to the following terms and conditions. These terms and conditions will be strictly enforced and violators may be asked to leave the exhibition area and may impair their exhibit opportunities at future Conferences.

Meal Options: Each exhibitor/sponsor registration comes with a pre-determined number of meal tickets. Exhibitors and sponsors have the option of purchasing in advance additional meal tickets for the conference (see registration form.)

Electricity and Internet: Limited electrical outlets and wireless internet are available free of charge. If you need an electrical outlet, you must indicate on the registration form. A limited number of outlets are available. Requests will be accommodated on a first come basis. You must bring your own Fourth Annual Anti-Human Trafficking strip and extension cord.

Booth Assignment: The Conference Organizers reserve the right to exercise their sole discretion in the assignment of booth space and the acceptance or refusal of requests to exhibit for any reason, with or without cause. While every effort is made to accommodate the special needs and requests of exhibitors, the final assignments of booth space and their location will be determined by the conference facilitator at their sole discretion. Exhibit space will be pre-assigned according to the date payment is received. Please submit all special requests with your registration. Exhibitors may not rearrange table placement without the permission of the conference facilitator.

Set-up Information: Fire regulations require exhibitors to keep displays, products, signage, and any other materials within their booth limitations. If any of these items are found to be in aisle space, the exhibitor is liable for municipal fines and may be asked to dismantle their exhibit and leave. Exhibitors may not bring in additional tables. Additional table are available with advance registrations for a fee.

Amendments: The exhibitor agrees that the Conference Organizers shall have the right to make such rules and regulations or changes in arrangements as it shall deem necessary, and to amend same from time to time. The conference facilitator shall have the final determinations and enforcement of all rules, regulations, and conditions.

Liability: Exhibitor assumes responsibility and hereby agrees to protect, indemnify, defend and save the Conference Organizers and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof.

Cancellation of Space: Failure to exhibit does not constitute notice of cancellation. Cancellation must be in writing. Telephone cancellations will not be accepted. A 15% administrative fee will be assessed on all cancellations (this includes unpaid purchase orders.) There will be no refunds after **January 5, 2018**. In the event of the Conference being canceled due to fire, strikes, government regulations, acts of God, or other causes beyond their control, the Conference Organizers shall not be held liable for failure to hold the Fourth Annual Anti-Human Trafficking Conference as scheduled, and the Conference Organizers shall determine the amount of exhibit fees to be refunded.

Endorsements: Having an exhibitor relationship with the does not indicate that the Conference endorses the product of said exhibitor.

We look forward to seeing you at the conference. Please sign up today on the enclosed registration form or online at <http://www.wichita.edu/conferences/humantrafficking>. If you have any questions, please feel free to contact the WSU Conference Office at conference.office@wichita.edu or 316-978-6493.

Special Accommodations

Wichita State University is committed to making programs available to people with disabilities. If you wish to volunteer information regarding any special assistance you may need, please contact the Office of University Conferences at (316) 978-6493.

Notice of Non-Discrimination

Wichita State University does not discriminate in its employment practices, educational programs or activities on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran. Retaliation against an individual filing or cooperating in a complaint process is also prohibited. Sexual misconduct, relationship violence and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972. Complaints or concerns related to alleged discrimination may be directed to the Director of Equal Opportunity or the Title IX Coordinator, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone (316) 978-3187. Offers of employment are contingent upon completion of a satisfactory criminal background check as required by Board of Regents policy.

**Fourth Annual Anti-Human Trafficking Conference Exhibitor/Sponsor Registration
January 26, 2018**

Name of Organization (& Dept if applicable): _____
Registration/Billing Contact: _____ E-mail: _____
Name of Rep 1 staffing the display area: _____ E-mail: _____
Name of Rep 2 staffing the display area: _____ E-mail: _____
Mailing Address (included in conference program): _____
City/State/Zip: _____
Phone: _____ Fax: _____ Web: _____
Special requests for table placement: _____

(Final arrangements of booth space will be determined by the conference facilitator based on space availability)

What type of products or services do you provide? _____

____ I agree to abide by all Conference Exhibitor terms and conditions (see brochure for details.)

Sponsorship Opportunities
(see brochure for opportunity details)

____ **Champion Sponsor:** \$2,000 ____ **Ally Sponsor:** \$100.00
____ **Ambassador Sponsor:** \$1,000
____ **Advocate Sponsor:** \$500

Exhibitor Opportunities
(see brochure for opportunity details)

Option 1 – Table Displays
____ \$125 first table; \$25 each additional table
***After January 5, first table is \$175**
Option 2 – Bag Inserts
____ \$50 (see brochure for shipping information)

____ **TOTAL # OF TABLES NEEDED** (\$25 each additional table)

How to register:

Online: www.wichita.edu/conferences/power
Fax: (316) 978-3064
Mail: WSU – Office of University Conferences
1845 Fairmount, Campus Box 136, Wichita, KS 67260-0136

Questions?

Contact the WSU Conference Office
(316) 978-6493
conference.office@wichita.edu

____ Additional Meal Ticket- \$30.00 per person: ***(Must be purchased by January 5, 2018. All exhibit/sponsor registrations come with a pre-determined number of breakfast and lunch tickets- see brochure for details.)***

____ I require vegetarian meals. Please list any medical/religious dietary restrictions, or other special accommodations needed:

____ I need an electrical outlet: (*A limited number of outlets are available. Requests will be accommodated on a first come basis. You must bring your own Third Annual Anti-Human Trafficking strip and extension cord.)

Attention exhibitors and sponsors: Information to be included in the program must be received no later than 1/5/2018.

Cancellation of Space: Failure to exhibit does not constitute notice of cancellation. Cancellation of exhibit space or sponsorship must be in writing. Telephone cancellations will not be accepted. A 15% administrative fee will be assessed on all cancellations (this includes unpaid purchase orders.) There will be no refunds after **January 6, 2017**.

Payment Information: Total Due: \$ _____ (Federal Tax ID: 48-1124839)

____ Check/Purchase Order ____ MasterCard ____ Visa ____ American Express ____ Discover

CC # _____ Expiration Date: _____ **Secu** 3 digit code on back of card or 4 digits
Name on Card: _____ Signature: _____ on front of American Express Card