

EXHIBITOR POLICY AND PROCEDURES – KANSAS SAFETY AND HEALTH CONFERENCE

K-ISH 302 (Rev. 3-18)

Is there a deadline for purchasing booth space?

No, although we recommend you purchase booth space quickly in order to secure the space location(s) you prefer. Remember, there is a printing deadline if you want your company's name listed in the program.

May exhibitors sell products and services?

Over-the-counter sales or sales that involve the exchange of currency for goods received during the exhibition is allowed. **NOTE: You will be required to send in the following documentation 60 to 90 days prior to the conference before being allowed to conduct sales: Certificate of Tax Clearance (<https://www.ksrevenue.org/TAXCLEARANCE.HTML>) and W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)**

Are exhibitors guaranteed to receive the booth space they choose?

We try very hard to meet expectations, however, booth space is assigned based on availability at the time payment is received. Exhibitors must agree to accept the best alternate space assigned and be willing to relocate should it become necessary. Necessity could include circumstances beyond our control and/or conditions deemed "best" according to the judgment of the event coordinator. **NOTE: The Kansas Safety and Health Conference is not responsible for exhibitors' shipping needs. This is between the hotel and the exhibitor.**

What do exhibitors receive in addition to booth rental?

- Two paid "Two-day Registrations" which include:
 - A program booklet
 - Two sets of meal tickets (a set is for lunch both days, Tuesday and Wednesday) – If more than two booth workers, you will need to purchase additional sets of meal tickets. (There is a limit of three booth workers total.)
 - Name badges for up to three workers
- One 6' table, two chairs and a trash can

NOTE: All items will be in your booth on the first day of the event.

May exhibitors purchase additional items?

Electrical outlets, additional meal tickets, 4' tables and additional 6' tables may be purchased in the *Exhibitor Agreement* and will be placed in the booth.

When do exhibitors set up, exhibit and tear down?

Set up:	Monday..... 12:00 p.m.....Set up 5:00 p.m..... Overnight security begins
Exhibit:	Tuesday..... 7:00 a.m..... Overnight security ends 7:00 a.m. – 6:30 p.m..... See attendance guide on page 2 5:00 p.m. Overnight security begins
	Wednesday..... 7:30 a.m..... Overnight security ends 7:30 a.m. – 1:00 p.m..... See attendance guide on page 2
Tear down:	Wednesday..... 1:00 p.m..... Exhibits must be operational until 1:00 p.m. 3:00 p.m..... Teardown MUST be completed by 3:00 p.m.

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Attendance guide:

The following is an indication of when attendees are most likely to visit your booth:

Tuesday	7:00 – 8:00 a.m.	Registration	Moderate
	9:30 – 10:00 a.m.	Break	Heavy
	12:00 – 1:30 p.m.	Lunch	Light to Moderate
	2:30 – 2:50 p.m.	Break	Heavy
	4:45 – 6:30 p.m.	Exhibitor Reception (Tentative)	Heavy
Wednesday	7:00 – 8:00 a.m.	Registration	Moderate
	9:30 – 10:00 a.m.	Break	Heavy
	12:00 – 1:00 p.m.	Lunch	Light to Moderate

Does the Kansas Department of Labor (KDOL) pay for exhibitor hotel rooms?

No, however, we do secure a block of rooms at a reduced room rate. You must act fast to reserve your room and take advantage of the reduced rate.

May exhibitors sponsor speakers, treats at break and other event-related items in order to receive additional advertising?

Yes, but KDOL does not make arrangements for sponsorships. To discover the advantages of sponsorship and learn more about activities and pricing, contact Tami Hadley, iSi Environmental, at (316) 264-7050 or thadley@isienvironmental.com.

How will I know if booth space has been reserved for my company?

After the *Exhibitor Agreement* and payment are received, an exhibitor confirmation notice will be emailed to the address listed on your contract. This will be approximately four weeks before the conference.

When is payment due and what happens if I must cancel my booth space?

Full payment (payable to the Kansas Safety and Health Conference) must be made at the time of purchase. An *Exhibitor Agreement* and payment must be submitted to:

Mail: Kansas Department of Labor
 Division of Industrial Safety and Health
 ATTN: Dena Ackors
 417 SW Jackson St.
 Topeka, KS 66603-3327
 Phone: (785) 296-4386
 Fax: (785) 296-1775
 Email: Dena.Ackors@ks.gov

Request for refund must be made in writing and received 14 days prior to the start of the event. No refund will be issued after that date. Refund requests must include a Social Security number if purchased by an individual, or a Federal Employer Identification Number if purchased by a business. A \$25.00 processing fee is deducted from all refunds.

NOTE: If an exhibitor fails to occupy the space, KDOL is under no obligation to refund the monies paid by the exhibitor and maintains the right to use the unoccupied space as it deems fit.

Who can exhibitors talk with if they have special needs and/or additional questions?

If you have special needs such as vegetarian luncheon meals, ADA concerns, etc., contact:
 Dena Ackors, Event Coordinator Phone: (785) 296-4386 Email: Dena.Ackors@ks.gov.