

The Arc's 2012 National Convention & International Forum

Exhibit and Sponsor Frequently Asked Questions

- **Who Attends Convention?**

The Arc's Convention attendees include family members, self-advocates, experts, and professionals serving the I/DD sector, as well as chapter staff and volunteer leaders from most of our 700+ chapters, representing 49 of the 50 states and the District of Columbia. In total, we anticipate at least 700 attendees based on attendance figures for our 2010 event.

- **Why Exhibit at Convention?**

The Arc's National Convention is the best way to reach those most committed to future opportunities for people with intellectual and developmental disabilities. This year's Market Place is situated in the reception area and the central walkway to and from session/presentation rooms so attendees will have multiple exposures to our exhibitors as well as sponsor signage.

- **What is the payment policy?**

The Exhibitor shall submit the total fee with a duly Exhibitor Registration. Registration received without payment will not be processed; space assignments will not be made. Payments can be made by credit card online (link to form) or by check. If you are paying by check the invoice should be paid within 30 days of receipt.

- **Can I pick my exhibit location?**

The Arc reserves the right to determine booth locations and we will do our best to accommodate any concerns. The exhibitor booth locations will be pre-determined. Please contact Laura Schroeder at Schroeder@thearc.org or 202-534-3713 if you cannot or should not be next to another exhibitor. Sponsors are guaranteed premium



positioning based on value of sponsorship and number of years of convention participation.

- **What incidental costs should I be aware of?**

Exhibitors agree that the cost of transporting and handling exhibit materials/equipment, as well as the installation and removal of exhibits and other costs associated with the exhibit and its operation, are the sole responsibility of the exhibitor and not included in the booth rental fee. Exhibitors agree to pay the appropriate party (ies) – whether it be the host institution or suppliers, etc. – for these services. All incidental costs shall be borne by exhibitors.

- **Can I share my exhibit space with another vendor?**

Exhibitors may not assign, sublet or share booth assignments with any other organization. Exhibitors may not permit another person or party to exhibit good and services other than those manufactured or sold by the exhibitor in the regular course of business.

- **Is there a penalty for canceling my registration?**

Yes, a fee will be assessed. All cancellation requests must be submitted in writing and are effective on the date notification is received by The Arc. The registration fee, minus a 25% handling fee, will be refunded if notice is received on or before August 1, 2012. A 50% handling fee will be charged for all cancellations received between August 2 and September 28, 2012. No refunds will be issued after October 1, 2012.

- **What is the photograph/video policy?**

No photography or video recording of any booth other than one's own is permitted. Please note pictures of the marketplace will be taken by The Arc for promotional purposes.

Important contacts:



- For Exhibitor and advertising questions please contact: Laura Schroeder – Development Associate – 202-534-3713 (Schroeder@thearc.org)
- For sponsorship information/questions please contact: Trudy Jacobson – Development and Marketing Director 202-534-3714 (jacobson@thearc.org)