



The Arc's 2013 National Convention

Exhibitor 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 2012 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 Marketplace is situated in 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 by filling out the [registration 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

- **Can exhibitors attend convention sessions?**

If you have registered as an exhibitor only your fees do not include attending convention sessions. If you wish to attend convention session please register for convention at the registration desk.

- **If I sell items do I have to pay state tax?**

Yes, as a vendor selling good you are responsible for paying all Washington State tax on items sold. The temporary license is very easy to get it. To obtain information and temporary license please call Department of Revenue in WA State at **360-705-6705**.

- **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.

- **Can I purchase the attendee list?**

You will receive a paper copy of the attendee list upon check in. If you would like a full attendee list with addresses it is available for the purchase price of \$500. Post-convention you will either receive a sheet of pre-printed labels or we would be happy to send an email on your behalf to our list. To purchase the attendee list please see Laura Schroeder.

- **Can I attend convention Events?**

Exhibitor fees do not include tickets to convention events. All ticketed events must be purchased prior to the event. Event tickets can be purchased at the registration desk upon check-in.

- **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.

- **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 May 1, 2013. A 50% handling fee will be charged for all cancellations received between May 2 and July 1, 2013. No refunds will be issued after July 2, 2013.

Important Dates:

March 18, 2012 – Last day for sponsors to send logo to appear in registration brochure

April 1, 2013 – Last day of Early Bird Registration

May 1, 2013 – Last day to cancel exhibitor registration for 25% refund

June 14, 2013 – All program books ads are due to Shelly DeButts – debutts@thearc.org

July 1, 2013 – Last day to cancel exhibitor registration for a 50% refund

May 6, 2013 – All Exhibitor Logos are due to Laura Schroeder – Schroeder@thearc.org

June 24, 2013 – All Exhibit names are due to Laura Schroeder – Schroeder@thearc.org

July 8, 2013 – All tote bag inserts are due to location TBD

Important contacts:

- **Exhibitor and Ad Questions** please contact:
 - ✓ Laura Schroeder – Development Manager – Schroeder@thearc.org
- **Sponsorship Questions** please contact:
 - ✓ Trudy Jacobson – Chief Development and Marketing Officer - Jacobson@thearc.org