

# CSCCa National Conference Exhibitor Information

## Collegiate Strength and Conditioning Coaches association

Fort Worth Convention Center

May 9-11, 2018 – Fort Worth, TX

Final Registration Payments  
Due by February 28, 2018  
(Please Print Neatly or Type)

Dear Marketing Director:

We would like to take the opportunity to invite you to exhibit at the 2018 annual National Conference for the Collegiate Strength and Conditioning Coaches association (CSCCa), a nonprofit professional, educational organization for strength and conditioning coaches of collegiate and professional athletic teams. We currently have exhibitors showcasing training equipment, nutritional supplements, flooring, and other strength- and conditioning-related products. We have a limited number of booths available and booths are reserved on a first-come first-served basis. We are expecting approximately 1400-1500 attendees. The 2018 CSCCa National Conference will be held in Fort Worth, TX, May 9-11, 2018. Conference sessions and exhibit hall will be located at the Fort Worth Convention Center, with hotel accommodations available at the Fort Worth Omni Hotel, as well as other overflow hotels to be designated on the CSCCa Website.

Please find our conference and exhibition information below.

### Booth Rates

1 Booth:	\$1100.00
2 Booths:	\$2100.00
3 Booths:	\$3050.00
4 Booths:	\$3975.00
Each Additional Booth:	\$900.00

Each Premium Booth: Additional Fee  
Premium Booths Asterisked (\*) = +\$100  
Premium Booths Asterisked (\*\*) = +\$200

### Booth Selection

Attached is a diagram of the spaces that are currently available. Booths marked in red are already reserved, and booths marked in gray are potential expansion booths. Booths spaces are 10'x10' (**unless otherwise noted\***). The booth rental cost includes the space with pipe and drape, and a sign with the company's exhibit name. **Additional items (such as table, chairs, electricity, etc.) must be brought by the exhibiting company or ordered through the official show decorator or through the conference facility as indicated on the appropriate order forms.** Premium booths are indicated with an asterisk (\* or \*\*). **Booth reservations are made upon receipt of a completed contract and registration form** via email and filled on a first-come, first-served basis.

\*10' X 20' booths: 725, 525, 221  
\*10' X 15' booths: 1039, 1035, 739, 735, 638, 634, 338, 334

### Payment Information

**A non-refundable \$200.00 deposit per booth space is required within two weeks of receiving your contract/registration form.** This deposit will be applied toward your total booth payment. Final payments must be received by the CSCCa National Office no later than February 28, 2018. **Payment can be made by business check or by credit card. Please be aware, however, that there will be a 2.75% processing fee for all credit card payments. You must call our office at 801-375-9400 to make payment by credit card. See the contract/registration form for the correct mailing address to make payment by check.**

**If we have not received payment by the invoiced due date, we will release your reserved booth(s). Once the payment has been received, we will work with you to reserve your top choice from the booths available at that time.**

Please Note: Companies located outside of the United States must check with the CSCCa National Office before submitting payment to determine the most appropriate payment method and potential additional fees.

### Exhibit Hall Hours

Wednesday, May 9	5:00 p.m. to 8:00 p.m.
Thursday, May 10	6:30 a.m. to 5:00 p.m.
Friday, May 11	6:30 a.m. to 10:30 a.m.

### Food Events

There will be two food events held in the exhibit hall: the Opening Social and the Exhibit Hall Brunch. During these events, no conference sessions will be scheduled, and there will be food and beverages throughout the exhibit hall for the coaches and exhibitors. Below are the tentative times for these scheduled events:

**Opening Social:** Wednesday, May 9, 2018, 6:00-8:00pm

**Exhibit Hall Brunch:** Thursday, May 10, 2018, 11:00am -12:00pm

These events will provide a great opportunity for exhibitors and conference attendees to meet and mingle.

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### Show Decorator

We will be utilizing JP Display as the Service Contractor for this year's conference. You should direct any questions regarding orders, booth set up & take down to JP Display at 801-523-7083 or [orders@jpdisplay.com](mailto:orders@jpdisplay.com).

### Scheduling Dock Times

If you have a large truck that needs access to the dock for delivery and pick up of your booth contents, you will need to contact our show decorator, Rick Peters, to schedule a docking time. This is necessary so that we can optimize dock space usage during move in and move out. To schedule a docking time, you will need to contact Rick at [rick@jpdisplay.com](mailto:rick@jpdisplay.com).

### Booth Set-Up

Set-up is currently scheduled to begin at 8:00 a.m. on Tuesday May 8, 2018. All booths must be set up and ready for the exhibit hall to open at 5:00 p.m. on Wednesday, May 9.

### Booth Take Down

We recently surveyed all CSCCa exhibitors regarding exhibit hall closing time on Friday. The overwhelming response from those that responded was to have the hall close at 10:30 a.m. Consequently, breakdown begins at 10:30 a.m. on Friday, May 11, 2018, and must be completed by 6:00 p.m. that evening. **Exhibitors may not begin booth break down prior to 10:30 a.m. on Friday unless arrangements have been made prior to the National Conference.** Exhibitors will be granted a 30 minute grace period until 11:00 a.m. allowing them to finish speaking with coaches before they will be required to begin booth take down. **Empty crates will not be returned until 11:00 a.m.** Please schedule your departure to allow enough time to complete your break down.

### Security

It is important to note that although the Fort Worth Convention Center does have security, neither the Convention Center nor the CSCCa can accept responsibility for any items left unattended by exhibitors, or for any items lost, damaged, or stolen during the conference.

### Hotel Information

**We have been guaranteed a room rate of \$177 per night plus applicable state and local taxes for single and double occupancy at the Omni Hotel in Fort Worth.** Please keep in mind that although the cut-off date for this rate is Monday, April 16, 2018, we have only been guaranteed this rate for a limited number of rooms. Please make your reservations well in advance of this date to take advantage of this special rate!

**IMPORTANT:** Please be aware of "room poachers"—third-party organizations that fraudulently pose as affiliates of organizations hosting conferences and other events. Their method of operation is to trick conference attendees into reserving rooms through them instead of through the official methods offered by the host organization. These groups often offer nonexistent rooms or false pricing. Never give your personal information to anyone who contacts you claiming to be affiliated with the CSCCa and offering hotel reservations. **The CSCCa and its affiliated conference sites will NEVER solicit you for room reservations.** Please book hotel reservations directly through the Fort Worth Omni Hotel by calling 1-800-843-6664 or by using the following link:

<https://www.omnihotels.com/hotels/fort-worth/meetings/collegiate-strength-and-conditioning-2018>

### Other Required Forms

The CSCCa will send you a Badge Request Form which allows you to indicate what names should be printed for your exhibit hall badges. Exhibitors are allowed a maximum of 4 badges per reserved booth. Additional badges will cost \$75 per badge. Please write names legibly and exactly as you would like them to appear on the printed badge. Badge reprints will be \$5.00 at the conference. You are also able to indicate whether or not the individuals with your company will be in attendance at the Opening Social and Exhibit Hall Brunch. This document must be submitted by Tuesday, April 10, 2018. You will also receive a sample Certificate of Insurance. The sample you receive indicates the insurance requirements of the CSCCa. Your company's Certificate of Insurance must be received by Tuesday, April 10, 2018.

If you are interested in exhibiting at this event, please complete the enclosed contract/registration form and return it to the CSCCa National Office, along with your deposit.

I look forward to hearing from you and hope that you will choose to take part in this exciting event!

Sincerely,



Dr. Chuck Stiggins

CSCCa Executive Director