

# CSCCa National Conference Exhibitor Information

## Collegiate Strength and Conditioning Coaches association

Fort Worth Convention Center  
May 4-6, 2016 – Fort Worth, TX

Final Registration Payments  
Due by February 29, 2016  
(Please Print Neatly or Type)

September 1, 2015

Dear Marketing Director:

We would like to take the opportunity to invite you to exhibit at the 2016 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 1300 attendees. The 2016 CSCCa National Conference will be held in Fort Worth, Texas, May 4-6, 2016. Conference sessions and exhibit hall will be located at the Fort Worth Convention Center, with hotel accommodations available at the Omni Fort Worth Hotel.

Please find our conference and exhibition information below.

### Booth Rates

1 Booth:	\$1000.00
2 Booths:	\$1975.00
3 Booths:	\$2925.00
4 Booths:	\$3850.00
Each Additional Booth:	\$900.00

Each Premium Corner Booth: Additional \$100

Premium Corner Booths are Asterisked (\*)

### Booth Selection

Attached is a diagram of the spaces that are currently available. Booths spaces are 10'x10'. The booth 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 ordered through the official show decorator or through the Fort Worth Convention Center as indicated on the appropriate order forms. Booths marked in red are already reserved. Premium corner booths are indicated with an asterisk (\*). Booth reservations are made upon receipt of a completed contract and registration form (via either mail or email) and filled on a first come, first serve basis.

### 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 29, 2016. **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 booth reservation until the appropriate payment has been received. Once the payment has been received, we will work with you to reserve your top choice from the booths available at that time.**

### Exhibit Hall Hours

Wednesday, May 4	5:00 p.m. to 8:00 p.m.
Thursday, May 5	6:30 a.m. to 5:00 p.m.
Friday, May 6	6:30 a.m. to 12:00 p.m.

A tentative conference itinerary is also included for your convenience.

### Food Events

There will be two food events held in the exhibit hall: the Opening Social and the Omelet 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 the scheduled events:

The **Opening Social** is scheduled for Wednesday May 4, 2016 from 6:00pm to 8:00pm

The **Omelet Brunch** scheduled for Thursday May 5, 2016 from 11:00am to 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@jdisplay.com](mailto:orders@jdisplay.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@jdisplay.com](mailto:rick@jdisplay.com).

### Booth Set-Up

Set-up is currently scheduled to begin at 8:00 a.m. on Tuesday May 3, 2016. All booths must be set up and ready for the exhibit hall to open at 5:00 p.m. on Wednesday, May 4.

### Booth Take Down

Take down begins at 12:00 p.m. on Friday, May 6, 2016, and must be completed by 6:00 p.m. that evening. **Exhibitors may not begin booth break down prior to this time on Friday.** Please schedule your departures 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 \$169 per night plus applicable state and local taxes for single and double occupancy at the Omni Forth Worth Hotel.** Please keep in mind that although the cut-off date for this rate is Monday, April 11, 2016, 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!

To make hotel reservations for the National Conference, please ensure that you book your room securely. The CSCCa and its affiliated conference sites will NEVER solicit you for room reservations. Please book hotel reservations directly through the Omni Fort Worth Hotel by calling (817) 535-664 or by using the following link:

<http://www.omnihotels.com/hotels/fort-worth/meetings/2016-cscca-national-conference>

### 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 booth. 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 Omelet Brunch. This document must be submitted by Friday, April 1, 2016.

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 Friday April 1, 2016.

If you are interested in being a part of 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