

CSCCa National Conference Exhibitor Information

Collegiate Strength and Conditioning Coaches association

Walt Disney World Coronado Springs Convention Center

May 10-12, 2017 – Orlando, FL

Final Registration Payments
Due by February 28, 2017
(Please Print Neatly or Type)

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 1400-1500 attendees. The 2017 CSCCa National Conference will be held in Orlando, Florida May 10-12, 2017. Conference sessions and exhibit hall will be located at the Walt Disney World Coronado Springs Convention Center, with hotel accommodations available at Disney's Coronado Springs Resort.

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 conference facility 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 served 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 28, 2017. **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 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.

Exhibit Hall Hours

Wednesday, May 10	5:00 p.m. to 8:00 p.m.
Thursday, May 11	6:30 a.m. to 5:00 p.m.
Friday, May 12	6:30 a.m. to 10:30 a.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 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 the scheduled events:

The **Opening Social** is scheduled for Wednesday May 11, 2016 from 6:00pm to 8:00pm

The **Brunch** is tentatively scheduled for Thursday May 12, 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@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.

Booth Set-Up

Set-up is currently scheduled to begin at 8:00 a.m. on Tuesday May 9, 2016. All booths must be set up and ready for the exhibit hall to open at 5:00 p.m. on Wednesday, May 10.

Booth Take Down

We surveyed all 2016 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, take down begins at 10:30 a.m. on Friday, May 12, 2017, 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.** 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 \$159 per night plus applicable state and local taxes for single and double occupancy at Disney's Coronado Springs Resort. Please keep in mind that although the cut-off date for this rate is Friday, April 14, 2017, 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 Disney's Coronado Springs by calling 407.939.4686 or by using the following link:

<https://aws.passkey.com/event/15664922/owner/70576/home>

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. 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 Monday, April 10, 2017.

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 Monday, April 10, 2017.

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

Dr. Chuck Stiggins
CSCCa Executive Director