

# Federation of Genealogical Societies



## 2018 Conference

P.O. Box 200940 · Austin, TX 78720-0940

Phone: 1-888-347-1500 · Website: [www.fgs.org](http://www.fgs.org)

Email: [conferences@fgs.org](mailto:conferences@fgs.org)

## A Conference for the Nation's Genealogists

### FGS 2018 National Conference Exhibitor Agreement

I have read and agree with the provisions outlined by the Federation of Genealogical Societies in this agreement regarding exhibit space at the FGS 2018 conference to be held at the Grand Wayne Convention Center, 120 W Jefferson Blvd, Fort Wayne, IN, August 22 through August 25, 2018. I agree to abide by the conditions outlined in the agreement.

Booth Rental Fee: \$249 (\$199 for non-profit organizations)

Available space will be assigned based on the order in which reservations and payments are received by FGS.

Cancellation Policy: All exhibitor cancellations for the 2018 FGS Conference must be received in writing or sent by email to [exhibits@fgs.org](mailto:exhibits@fgs.org) no later than July 31, 2018. Exhibitors requesting a refund by July 31, 2018 will be refunded their booth fee less a \$50.00 administrative charge. Cancellations received or postmarked after July 31, 2018 and no-shows will not receive a refund.

Each booth will include:

**10'X10'booth space**

**8'high back drape**

**3'high side drapes**

**(1) 8'draped table**

**(2) chairs**

**(1) waste basket**

**(1) exhibitor ID sign**

One complimentary conference registration is provided to each exhibitor regardless of the number of booths purchased. Should an exhibitor register for booths under two or more company names the booths will be treated as separate exhibit booths and be divided by side drapes.

Exhibitor shall be responsible for identifying and complying with all applicable federal, state, and local laws, rules, and regulations, including those concerned with safety, registration and licensing, and taxation.

Booth furnishing, including chairs for in-booth presentations, must stay within the assigned booth space and may not encroach on aisle ways.

Exhibitors may not dismantle booths prior to the close of the exhibit hall at 3:00 PM on Saturday, August 25. Early departures from the exhibit hall are prohibited, except in the case of an emergency. Early departure due to an emergency may be approved by the Exhibits Chair, National Conference Chair, or FGS President.

Late arrivals must have prior approval from the Exhibits Chair.

Exhibit Hall Schedule:

Wednesday, 22 August: (set-up only) 8:00 am to 5:00 pm

Thursday, 23 August: 9:30 am to 5:00 pm

Friday, 24 August: 9:00 am to 5:00 pm

Saturday, 25 August: 9:00 am to 3:00 pm

Saturday, 25 August: (tear down): 3:00 pm to 8:00 pm

Exhibit Hall Presentations: Exhibitors may offer presentations in the Exhibit Hall Learning Center space upon request, on a first come first served basis. The link to request presentation time will be sent after booth fees are received.



## FGS 2018 Conference Exhibitor Registration

SUBMITTING YOUR APPLICATION: If you are paying by check, please mail the completed form with your check payable to FGS to FGS Conference Exhibits, PO. Box 200940, Austin, TX, 78720-0940. Credit card orders may be mailed or faxed immediately or processed on-line at [www.fgsconference.org](http://www.fgsconference.org).

Please print all requested information (except for the two signature lines).

TOTAL BOOTHS REQUESTED: \_\_\_\_\_ Choices: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

EXHIBITOR INFORMATION: (Items marked with an \* will be published in the On-site Guide and/or on the FGS website.)

\*Exhibitor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\*City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Email: \_\_\_\_\_ \*Website URL: \_\_\_\_\_

\*Description: \_\_\_\_\_

Next to another exhibitor? \_\_\_\_\_

Contact **Person's** Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

We will use a POV for move in and move out at the convention center. Yes No

### PAYMENT:

# of Booths x \$249 = \$ \_\_\_\_\_ or # of Non-Profit Booths x \$199 = \$ \_\_\_\_\_

\_\_\_\_\_ Check payable to FGS \_\_\_\_\_ Credit Card (circle one) Visa MC Discover AmEx

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ CSV: \_\_\_\_\_

Billing Zip: \_\_\_\_\_ Billing Phone: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

\_\_\_\_\_ I have read and agree to the terms of the Exhibitor Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_