**GITWL 2021 Exhibitor Information**

The 2021 **Getting in Touch With Literacy Conference** **Finale,** held December 1-4, 2021 at the TradeWinds Island Resorts, St. Pete Beach, FL, will draw approximately 350-400 dedicated people from around the world, including researchers, educators and other professionals who promote literacy for children and adults who are visually impaired.

The 2021 conference is the finale event for Getting In Touch With Literacy and we know you won’t want to miss this opportunity to introduce your products and services to experts and key stakeholders in the field, along with parents and other consumers. The conference will provide special vendor events and opportunities for you to meet with highly motivated teachers, family members, consumers, and others with decision-making and purchasing power! Plus, your participation and financial assistance will help support the costs of key speakers, meal functions, conference bags, and other incidentals, keeping registration costs low and participation high.

We anticipate an exciting and well-attended conference. We would like to include your company or organization's name in our list of exhibitors or sponsors, and see your products and/or services displayed at GITWL. We look forward to working closely with your representatives to plan the most productive sponsorship and exhibit hall experience possible.

A special conference rate of $167 per night is available at the TradeWinds Resort from November 29, 2021 through December 5, 2021. Reservations can be made online at: https://www.tradewindsresort.com/gitwl.

**Exhibit space is limited, so sign up soon!**

For additional sponsorship opportunities, please see the Sponsor Information packet.

Questions? Email us at eanderson@fimcvi.org.

**15th Biennial Getting In Touch With Literacy Conference**

**December 1 – 4, 2021**

**TradeWinds Island Resorts**

**5600 Gulf Blvd, St. Pete Beach, FL 33706**

**Phone: (727) 363-2215**

**APPLICATION and AGREEMENT FOR EXHIBIT SPACE**

**AND PROGRAM ADVERTISEMENT**

**GITLW 2021 is hereby authorized to reserve exhibit space for the use of:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(please print your organization name)**

**at the 15th Biennial GITWL conference, December 1- 4, 2021.**

**NAME OF PRIMARY EXHIBITOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRIMARY CONTACT EMAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COMPANY WEBSITE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MAILING ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE: \_\_\_**

**ZIP/POSTAL CODE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHONE: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principle products:**

**The above information will appear in the conference program and on the GITWL website at *gettingintouchwithliteracy.org***

**Names of exhibit representatives**

Please print names of all representatives who wish to have GITWL badges and conference programs. *Badges will be required to enter the exhibit hall during off hours.*

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The conference program is available in print, braille, and by digital download upon request. Please circle choices and indicate number of each:

Print \_\_\_\_\_ Braille \_\_\_\_\_ Digital Download \_\_\_\_\_

All conference materials will also be available to load on your flash drive or device at the conference registration desk if desired.

GITWL strives to provide the most accessible venues to all conference attendees. Please indicate your desire to have:

Hotel orientation and tactile map \_\_\_\_\_

Guide dog relief area orientation \_\_\_\_\_

**EXHIBIT SPACE AND FEES\***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Commercial** | **Non-Commercial** | **Amount** |
| Standard Space | $1100One draped 6’ table | $800One draped 6’ table |  |
| Extra Table(s) | \_\_\_ @$600 each | \_\_\_ @$400 each |  |
| Electricity (Purchase if needed) | $300  | $225 |  |
| Wifi Access (Purchase if needed) | $150 | $100 |  |
|  |  | **Subtotal for Exhibit Space (US$ only)** |  |

**\***Exhibit fee includes:

 1. One draped table and two chairs.

 2. Complimentary link on GITWL web site.

3. Group room rate of $167 at the TradeWinds Grand Island, November 29 – December 5. Reservations can be made online at:

https://www.tradewindsresort.com/gitwl.

**EXHIBIT SPACE IS LIMITED. SUBMIT YOUR APPLICATION SOON!**

**Please continue reading for program book advertisement information. If you are planning to exhibit and advertise, you may find that a sponsorship package provides a better return for your money. Please review the GITWL 2021 Sponsorship Packet for further information.**

**CONFERENCE PROGRAM ADVERTISMENT FEES**

We welcome any and all advertisements placed by our exhibitors. Exhibitors receive a lower rate for advertisements than those purchasing a la carte advertisement. Contact us with questions concerning advertisement copy at janie.blome@att.net.

**SPECIAL OPPORTUNITY!!!**

The 2021 Florida AER Conference will take place just prior to Getting In Touch With Literacy. Special time will be available for FAER attendees to visit GITWL vendors. Sponsors are invited to advertise in the FAER program book for an additional $100. This opportunity will allow exhibitors to invite the rehabilitation professionals, educators, administrators and others attending the FAER conference to visit their exhibit booth!

Please indicate your preferences based on the following information:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Number Ordered | Price Per Unit with Purchase of Exhibit Space | Amount Owed |
| Program Advertisement: Full page, inside front cover – color |  | $850.00 |  |
| Program Advertisement: Full page, inside back cover – color |  | $850.00 |  |
| Program Advertisement: Full page |  | $700.00 |  |
| Program Advertisement: Half page |  | $450.00 |  |
| Program Advertisement: Quarter page |  | $350.00 |  |
| Program Advertisement: Tribute (Business Card Size)  |  | $150.00 |  |
| FAER Program Advertisement |  | $100.00 |  |
|  |  | **Subtotal for advertising for exhibitors (US $ Only)** |  |
| Include costs for exhibit space from above: | **Subtotal for Exhibit Space (US$ only)** |  |
|  | **Total Amount Due to GITWL:** |  |

Ads must be provided in print-ready electronic format; 300 dpi RGB JPEGS are preferred. Please email print-ready files to: janie.blome@att.net

**Please make checks payable to GITWL and mail to:**

**GITWL**

**c/o Sandy Lewis**

**688 Attitude Ave**

**Daytona Beach, FL 32124**

**Please contact** eanderson@fimcvi.org **for credit card payments.**

**Submitting this completed application and agreement constitutes a promise to pay. In the absence of accompanying payment, the commercial exhibitor agrees to pay the total exhibit fee no later than September 1, 2021.**

**Exhibitor Information and Preferences**

Please indicate your choices so we may consider your wishes while preparing the exhibit hall layout. We will make every effort to accommodate as many preferences as possible, based upon earliest received application. Thank you for your understanding.

***REMINDER: Please do not tape, staple, or tack anything***

***to the walls of the exhibit hall.***

Does your display feature a large screen, backdrop, or other frame that would block the view of adjacent GITWL exhibitors?

 Yes\_\_\_\_\_ No\_\_\_\_\_

Is your display a tabletop display? Yes\_\_\_\_\_ No\_\_\_\_\_

If no, how large is your display? Height\_\_\_\_ Width\_\_\_\_\_

Please do not locate our exhibit adjacent to the following exhibitors: \_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The undersigned organization representative agrees that the above organization will abide by all rules, requirements, restrictions and regulations as set forth in this agreement. Failure to do so will result in forfeiture of all monies paid to GITWL under terms of this agreement.**

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

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXHIBIT GUIDELINES**

**FAER/GITWL COMBINED EXHIBIT OPPORTUNITY**

Exhibitors are invited to attend a special combined exhibit day for attendees of Florida AER and Getting In Touch With Literacy on Wednesday, December 1 from 9:30 am – 4:00 pm. Attendees of the Florida AER conference will include rehabilitation professionals, educators, administrators and others. Participation in the combined exhibit day is included in your GITWL conference exhibit fees.

**SCHEDULE FOR EXHBIT SET UP:**

Tuesday, November 30, 7:00 pm – 10:00 pm

(for those participating in the combined vendor day)

Wednesday, December 1, 7:00 am – 9:00 am

(for those participating in the combined vendor day)

Wednesday, December 1, 5:00 pm – 7:30 pm

(all other vendors)

**SCHEDULE FOR EXHBITS**

**Wednesday, December 1, 9:30 am – 4:00 pm**

Combined FAER/GITWL Exhibit Day

**Wednesday, December 1, 8:00 pm – 10:00 pm**

Welcome Reception and Exhibits

**Thursday, December 2, 9:30 am – 5:00 pm**

**Friday, December 3, 9:30 am – 4:00 pm**

**EXHIBIT POLICY**

Any merchandise for sale at the conference must be available for purchase/order by all conference attendees. GITWL reserves the right to refuse use of space to any exhibitor whose product or program, in the sole opinion of GITWL, is not in keeping with the general character of the conference. GITWL reserves the right to require any exhibitor to remove any exhibit or any part thereof, which, in the sole judgment of GITWL, is misleading, deceptive, in poor taste, or not in keeping with the general character of the conference.

**DISMANATLING OF EXHIBITS:**

* Exhibits may be dismantled on Friday, December 3, after 4:00 pm or on Saturday, December 4, between 8:00 am and 12:00 pm.
* All equipment, crates, and other materials must be removed. Trash must be bagged and/or put into garbage cans.

Exhibitors themselves may take charge of activities that do not require hotel staff labor, such as handling, placing, setting out and dismantling of exhibit merchandise.

**ACTIVITY OUTSIDE OF THE EXHIBIT HALL:** No exhibit displays are allowed outside of the exhibit hall. Any vendor event not held in the exhibit hall must take place outside of designated exhibit hall hours. This includes training, social and hospitality events, focus groups and market research. Activities may not be in conflict with scheduled GITWL events including showcase and concurrent sessions.

**EXHIBITOR STAFF:** At least one attendant should staff each exhibit space during all public Exhibit Hall hours. For proper identification of exhibitor personnel, a badge will be issued for each representative listed on this application and agreement form. GITWL reserves the right to limit the quantity of badges issued and to recall badges used by unauthorized persons.

**ADVANCE SHIPMENT OF EXHBITS:** Items for exhibit may be shipped to the hotel no more than seven (7) days in advance of the event. In order to help expedite the timely delivery and return of packages, all boxes must be labeled with name of the group’s recipient (NOT the Hotel Sales or Service Manager), group name, and the date of the program. A sample label is shown below:

**SAMPLE SHIPPING LABEL**

HOLD for the (Client Name) and/or (Convention Service Manager)

Getting In Touch With Literacy Conference

December 1, 2021

PACKAGE #\_\_\_ of \_\_\_

c/o TradeWinds Island Grand

5600 Gulf Blvd

St Pete Beach, FL 33706

**HANDLING FEES**

All package handling fees are the responsibility of the exhibitor. Fees may be charged to your room or paid by credit card or cash. A current fee schedule will be supplied by the assigned TradeWinds convention services manager. The maximum weight for any package to be stored is 100 pounds.

**A ten (10) day advance notice is required for all pallet shipments. In addition, pallet shipments must be delivered no more than two (2) days prior to the event.**

**RETURN SHIPMENTS**

Exhibitors are responsible for making arrangements to ship their materials out of the hotel as needed.

**LIABILITY:** Exhibitor agrees that neither he/she nor his/her employees shall efface, mar, or otherwise damage the exhibit premises. Nothing shall be pasted on, tacked, nailed, screwed, or otherwise attached to columns, walls, or furniture. The exhibitor assumes entire responsibility and liability for losses, damages, and claims arising out of the exhibitor’s and his/her representatives’ actions on the hotel premises.

The exhibitor hereby agrees to protect, indemnify, defend, save and hold harmless GITWL and the TradeWinds Island Grand and hold their employees, management company, owner(s), respective agents, and servants harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney’s fees arising out of or caused by exhibitor’s installation, removal, maintenance, occupancy, or use of the exhibition premises or part thereof, excluding any such liability caused by the sole negligence of the hotel, its employees and agents. Exhibitors must comply with all local fire and safety regulations and must exercise all care to avoid hazardous condition of any kind in the display area.

**GITWL 2021 EXHIBIT RIGHTS:** GITWL reserves the right to arrange and rearrange the floor plan or relocate space assignments for the betterment of the combined exhibitors and/or because of extenuating circumstances.

**INSURANCE:** All exhibitors have the sole responsibility for providing insurance coverage at their own expense for business loss/interruption, property loss and/or damage, and liability for personal injury and/or exhibitor’s property.

**CANCELLATION OF CONFERENCE**: Should the GITWL Biennial Conference be prevented or postponed by any such event or emergency as an act of God, declaration of war by the President, destruction of exhibit premises, strikes, public disturbance, or the like, the exhibitor expressly agrees that GITWL may retain as much of the monies paid for rental of exhibit space as may be necessary to cover expenses incurred up to the time of emergency or disruptive event.

**REFUND AND CANCELLATION POLICY**: Notice of cancellation must be made in writing to GITWL Exhibits Chair. GITWL will retain 50% of the cost of the booth rental for cancellations up to ten (10) days prior to the conference. All cancellations after that point will result in loss of the full cost.

**VIOLATIONS/INFRACTIONS OF THE RULES AND REGULATIONS**: Any exhibitor, or his/her employee’s/agent’s violation or infractions of any of the rules and regulations stipulated in this agreement shall annul the exhibitor’s right to occupy exhibit space, and such exhibitor will forfeit the monies that have been paid to use such space.

**For GITWL Use Only**

Date Application Received:

Date Payment Received:

Space Assigned: