



August 5, 2011

Dear Community Partner:

RE: 11th Annual Diversity & Worklife Summit and Awards Exhibitor Opportunities

The Evansville-Area Human Resources Association (EHRA) is proud to present the 11th Annual Diversity and Worklife Summit and Awards to be held on Thursday, October 6, 2011 at the Southern Indiana Career and Technical Center from 7:30 am – 4:30 pm.

This power-packed Summit will feature nationally-recognized speakers in the field of diversity and inclusion. Sessions will cover a variety of workplace diversity topics including flexibility strategies, LGBT workers, Latino outreach and religious accommodation. Local companies will also be recognized for their leadership and commitment to workplace inclusion during our breakfast awards presentation.

There is no other conference in the Tri-state offering this depth or range of programming. We invite you to partner with us as an exhibitor during this event. You will have a unique opportunity to present your products/services to an interested market. We anticipate over 100 attendees, including human resource professionals, representatives from nonprofit and for-profit organizations and members of the community.

Summit participants will be able to visit your booth during registration and during morning and afternoon breaks, including a lunch break from 11:45 am to 12:45 pm. A full schedule will be sent after receipt of your registration. Exhibitors may set up from 7:00 am - 8:30 am and booths must be manned during all breaks and lunch times.

The fee to showcase your company's products/services with an exhibitor booth is \$275.00.
Register before September 5, 2011 to receive the EARLY BIRD SPECIAL rate of \$225.00.

The fee includes:

- Lunch for one exhibitor
- Nine-foot table with two chairs
- An electrical connection is available, but you must supply your own extension cord
- An Internet (Wi-Fi) connection is available with proper equipment
- Additional lunches may be purchased for \$16 per person
- Exhibitors are also invited to attend the Summit for an additional fee

Space is limited; respond quickly to guarantee your participation. To receive the EARLY BIRD SPECIAL rate, **please make your reservation by September 5, 2011.** Reservations made after this date cost \$275 and no reservations will be accepted after September 23, 2011. Complete the enclosed reservation form and return it along with your check made payable to the Evansville-Area Human Resource Association. We look forward to your participation in this event.

If you have any questions, contact:

Rosa Froiland -- rfroiland@scvl.com or 812-867-4236

Danyelle Granger -- Danyelle.Granger@oldnational.com or 812-465-7277



Evansville-Area Human Resource Association
11th Annual Diversity & Worklife Summit and Awards
Cultivating Inclusion in the Workplace
Thursday, October 6, 2011

EXHIBITOR CONFIRMATION

Company Name: _____

Company Address (including city, state and zip): _____

Contact Name and Title: _____

Email Address: _____ **Phone:** _____

Please list all representatives that will be present at your booth. Use back page if necessary.

Representative: _____ **Title:** _____

Representative: _____ **Title:** _____

Describe product/service to be presented: _____

Describe special requirements/needs? _____

Do you need an electrical outlet? Yes No

Do you need a Wi-Fi Connection (Internet)? Yes No

Are there any items that you would like to donate for our door prize drawings? Yes No

If yes, describe the item and quantity to be donated. If unknown at this time, you may leave blank.

SUMMARY OF COST

TOTAL COST

Exhibitor Booth (\$275, \$225 Early Bird Special if received before Sept. 5, 2011.) _____

Number of additional lunches needed? _____ X \$16 (1 lunch is included in exhibitor fee.) _____

Number attending the Diversity Summit? _____ x(\$125 EHRA members/\$150 all others) _____

TOTAL AMOUNT DUE _____

I have read the attached Exhibitor Rules. By submitting this form, I agree to abide by the rules.

PLEASE RETURN THIS FORM WITH YOUR CHECK MADE PAYABLE TO:

EVANSVILLE-AREA HUMAN RESOURCE ASSOCIATION
C/O DIVERSITY CONFERENCE EXHIBITOR
PO BOX 6491; EVANSVILLE, IN 47719-6491



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2011 VENDOR/SPONSOR REGULATIONS

1. **Contract Conditions:** These exhibition regulations shall apply to the exhibitor and/or sponsor ("Exhibitor/Sponsor") identified on the Exhibitor/Sponsor Registration Form ("Registration Form") for the 2011 Diversity and Worklife Summit ("Summit") put on by the Evansville-Area Human Resource Association (EHRA). The Summit will take place at the Southern Indiana Career and Technical Center ("The Tech Center").
2. **Exhibition Space:** Exhibition space will be assigned by Vendor Chair to exhibitors who complete and return the Registration Form; however, the Vendor Chair reserves the right to reassign exhibition booth space if necessary. The Vendor Chair also reserves the right to refuse exhibition booth space to any potential exhibitor.
3. **Exhibition Space Rental:** Evansville-Area Human Resource Association must receive payment in full no later than 15 days from date of registration submission, which are accepted through September 23, 2011. Such payment may be mailed to the address set forth on the Registration Form.
4. **Setup /Tear Down:** Exhibitor/Sponsor may set up its exhibit between 7:00AM and 8:30AM on October 6, 2011. Tear down and all materials/exhibits must be removed by 5:00PM on October 6, 2011.
5. **Booth Staffing:** A representative of Exhibitor/Sponsor must occupy its booth from 9:30AM to 3:00PM.
6. **Seminar Cancellation:** The EHRA reserves the right to cancel the Seminar if it is deemed necessary. In the event of any such cancellation, EHRA will refund Exhibitor's/Sponsor's payment in full, and Exhibitor/Sponsor shall waive any and all damages and claims for damages in connection with such cancellation.
7. **Exhibitor/Sponsor Cancellation:** Prior to September 16, 2011, Exhibitor/Sponsor may withdraw from the Seminar and receive a full refund less a \$50.00 administrative fee. EHRA will not provide any refund after September 23, 2011.
8. **Fire Prevention/Safety:** All display material in any exhibit must be flame retardant. All electrical wiring must be in good condition, must conform with local fire regulations and must be able to pass inspection by the fire marshal. In addition, Exhibitor/Sponsor shall take precautions for the safety of other exhibitors and all other persons attending Seminar.
9. **Electric:** EHRA and The Tech Center will attempt to accommodate any electrical needs by exhibitors if noted on the registration form.
10. **Insurance:** Exhibitor/Sponsor acknowledges that the EHRA and The Tech Center do not maintain insurance covering exhibitor's/sponsor's property. If Exhibitor/Sponsor desires to insure its exhibit materials, goods, and/or equipment against theft, damage by fire, accident, or loss of any kind, it shall do so at its own expense.
11. **Liability:** Exhibitor/Sponsor hereby agrees to indemnify, defend and hold harmless the EHRA and The Tech Center, and each of its officers, directors, employees and agents from and against any actions, law suits, costs, damages, claims and expenses (including attorney's fees) arising from any damage to property or bodily injury to Exhibitor/Sponsor, his agents, representatives, employees, or any other persons by reason of the Exhibitor's/Sponsor's occupancy or use of the exhibition facilities.
12. **Assignment:** Exhibitor/Sponsor shall not assign or sublet any of its assigned exhibition booth space without express written consent of the Vendor Chair.
13. **Enforcement:** Exhibitor/Sponsor agrees to comply with the regulations contained herein, and any rules and regulations set forth by The Tech Center. EHRA reserves the right to evict Exhibitor/Sponsor in the event of any violation of these regulations. In addition, EHRA reserves the right to prohibit Exhibitor/Sponsor from displaying all, or any part, of an exhibit that is deemed unsuitable for the Seminar by the EHRA.
14. **Amendments:** EHRA reserves the right to amend these regulations at any time, as it deems necessary. EHRA shall have the full power to interpret and enforce all of the regulations contained herein.