



Bridging Bright
Futures for Families

ERICSA
2024

Grand Rapids

EXHIBITOR AND SPONSOR PACKET

**ERICSA 61ST ANNUAL
TRAINING CONFERENCE & EXPOSITION**

APRIL 7-11, 2024



Eastern Regional Interstate Child Support Association 61st Annual Training Conference

General Information for Exhibitors

Exhibitor Schedule

All booth equipment must be in place in the Exhibit Hall by 5:00 p.m. on Sunday, April 7, and must not be dismantled until after 10:30 a.m. on Wednesday, April 10. **No exceptions!**

Sunday, April 7

12:00 p.m. – 5:00 p.m. Exhibits Move-In

Monday, April 8

7:30 a.m. – 5:00 p.m. Exhibit Hall Open
Events scheduled:
- Continental Breakfast
- AM & PM Refreshment Breaks

Tuesday, April 9

7:30 a.m. – 5:00 p.m. Exhibit Hall Open
Events scheduled:
- Continental Breakfast
- AM & PM Refreshment Breaks

Wednesday, April 10

7:30 a.m. – 10:30 a.m. Exhibit Hall Open
10:30 a.m. Hall Closed
Events scheduled:
- Continental Breakfast
- AM Refreshment Break
10:30 a.m. - 12:00 p.m. Exhibits Dismantle/Move-Out

Exhibitor Fees

Single Booth: \$1,500.00
8' x 10'

Double Booth: \$2,750.00
8' x 20'

The exhibitor fee includes:

- One (1) full conference registration (per booth)
- 8' high back drape and 3' high side drape
- 8' draped table and 2 chairs
- Logo and link on the conference website and app
- Access to attendee roster one week before the conference
- Overnight security guard services

Drayage and Decorating

The official service contractor for the 2024 Exposition is:

Art Craft Display, Inc.

Exhibitor Service Kits will be available to exhibitors on or about February 9th following booth confirmation and payment of fees. The kit will contain all necessary forms for ordering furniture, decorations, shipping storage, and labor.

Shipping/Receiving

Exhibitors are encouraged to ship their materials through the drayage vendor.

Pipe & Drape

Booth back drapes and side rails will be black. The table will have a tablecloth and a black skirt.

Carpeting & Ceiling Height

The Exhibit Hall is carpeted. The ceiling height is 16'.

Assignment of Space

Booth assignments are based upon the date of receipt of the *Exhibitor Application* and payment in full of the booth fee, as well as proximity to competitive or conflicting organizations.

Sponsorships

The Eastern Regional Interstate Child Support Association (ERICSA) is pleased to offer opportunities for corporate sponsorship of conference events and activities such as our conference publications, educational programs and social events.

Corporate sponsorship offers you additional onsite visibility and has become an integral part of ERICSA's Annual Conference. If your organization is interested in sponsoring an activity, complete the *Sponsorship Commitment Form* found in this packet. Activities are available for sponsorship on a first-come, first-served basis.

Conference Registration

Exhibitors must designate one representative to receive one "full registration" per 8' x 10' space reserved, which is included in the booth fee. A full registration entitles your representative to attend plenary and concurrent educational sessions, and ERICSA sponsored social events.

"Floor Pass Only" registrations are available for \$150 for individuals who will be staffing your booth during Exposition hours. These floor passes are for exhibit hall identification only and **do not** entitle the badge holder to receive any materials or to attend conference functions or events, including plenary and educational sessions.

Exhibitor personnel should register in advance. Badges and registration packets will be available at the Registration Desk at the Amway Grand Plaza starting on Sunday, April 7th at 12:00 p.m.



Eastern Regional Interstate Child Support Association 61st Annual Training Conference

Official Conference Hotel

Amway Grand Plaza is the hotel for the ERICSA Conference.

Amway Grand Plaza
187 Monroe Ave NW
Grand Rapids, MI 49503

Room rates: Single / Double \$169 plus 15% tax per night

Suites: Check with the hotel for the rates on suites.

Room block will be announced soon with booking instructions.

Exhibit Hall Location

The exhibit hall is in the Center Concourse and Crown Foyer.
See the floor plan below.

Private Social Functions Policy

Social functions at which attendance is restricted to either verbal or written invitations are not permitted to occur during any official ERICSA activity. Hospitality suites must be approved in advance by ERICSA.

ERICSA reserves the right to postpone or delay any function conflicting with an official ERICSA function.

Payment of Fees

ERICSA will reserve your exhibit space only with full payment.

Please complete the enclosed Exhibitor Application and send it with payment to:

ERICSA
c/o MgR & Associates
PO Box 67585
Albuquerque, NM 87193
505-250-2906
info@ericsa.org

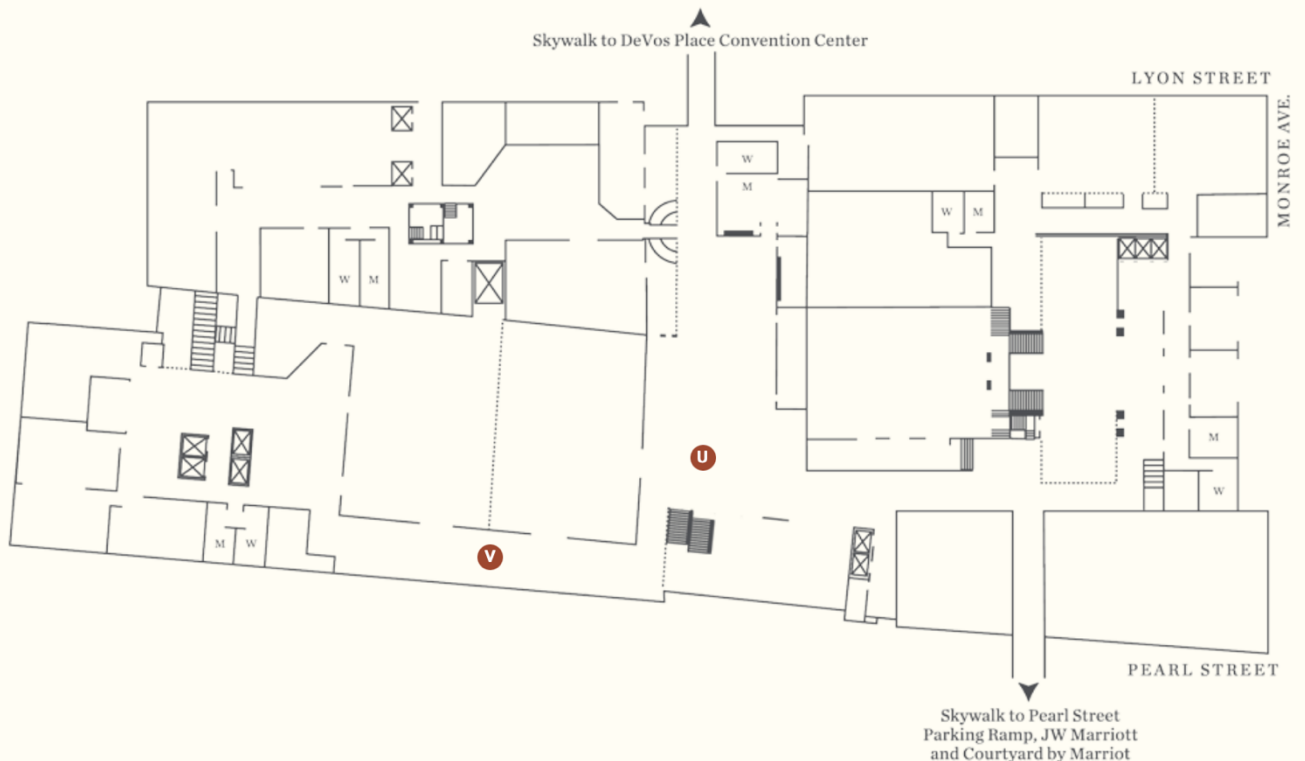
Please complete an online registration or a registration form for the person receiving the complimentary registration.

ATRIUM LEVEL

LOBBY LEVEL

CONCOURSE LEVEL (2ND FLOOR) 2

EXHIBITOR'S MEETING ROOMS (3RD FLOOR)





Eastern Regional Interstate Child Support Association 61st Annual Training Conference

Sponsorship Information

Sponsorship Benefits

- One (1) complimentary conference registration for every \$3,000 in sponsorship
- Listing of conference attendees emailed one week before the conference
- Logo placement on the conference website and app
- Recognition during sponsored event
- Company name on event-specific signage
- Placement of a single advertisement/promotional item in the conference bag for \$3,000+ in sponsorship
- Additional benefits for **Elite and Premier Partnerships** include:
 - sponsor's logo and link to their website on the ERICSA Conference Website homepage and the logo in conference email announcements
 - first come, first serve sponsorship selection of one 2024 Webinar or 2024 Intergovernmental Training Event breakout session.

Elite Partnership \$7,500*

Wednesday Dinner Banquet	Sole Sponsor	\$7,500
President's Reception**	Sole Sponsor	\$7,500
Registration (sponsor's logo on all registration materials and announcements)	Sole Sponsor	\$7,500

*Includes sponsorship of a 2024 Webinar or one 2024 Intergovernmental Training Event breakout session

** Includes sponsorship of the plenary session of the 2024 Intergovernmental Training Event

Premier Partnership \$5,500*

Mobile Event App	Sole Sponsor	\$5,500
Business Meeting Breakfast (Thursday) and Exhibitor Guide	Sole Sponsor	\$5,500
Conference Tote Bag (name/logo on bag w/ERICSA)	Sole Sponsor	\$5,500
Conference Lanyard for name badge (name/logo on lanyard only)	Sole Sponsor	\$5,500
Hotel Key Cards (name/logo on front of key card)	Sole Sponsor	\$5,500

*Includes sponsorship of a 2024 Webinar or one 2024 Intergovernmental Training Event breakout session

Signature Partnership \$3,000 - \$3,500

Continental Breakfast & AM & PM Break (Mon, Tues, Wed)*	Sole Sponsor	\$3,500 (three days available)
Wednesday After Party Entertainment	Sole Sponsor	\$3,000
Water Bottle (name/logo on water bottle w/ERICSA)	Sole Sponsor	\$3,000
Signage	Sole Sponsor	\$3,000

*Includes sponsorship of a 2024 Webinar or one 2024 Intergovernmental Training Event breakout session



Eastern Regional Interstate Child Support Association 61st Annual Training Conference

Preferred Partnership \$2,500 and below

Conference Notebook (logo on front of notebook)	Sole Sponsor	\$2,000
Photo Booth	Sole Sponsor	\$2,000
Opening Ceremonies Monday Plenary	Sole Sponsor	\$2,000
Tuesday Plenary	Sole Sponsor	\$2,000
Wednesday Plenary	Sole Sponsor	\$2,000
Thursday ERICSA Wars! Plenary	Sole Sponsor	\$2,000
Vendor Spotlight (see below for details)	Multiple Sponsors	\$2,000
First Timers Meeting*	Sole Sponsor	\$1,500
Volunteer T-Shirts (logo on approx. 35 volunteer t-shirts)	Sole Sponsor	\$1,000

*Includes sponsorship of a 2024 Webinar or one 2024 Intergovernmental Training Event breakout session

Contributing Partnership - \$500

Conference Supporting Sponsorships

Cash donation - Not designated to a specific event/item

**** Please contact Corrina Smith at 505-250-2906 or Corrina@mgr-events.com**

Vendor Spotlight Information

Vendor Spotlights will allow vendors the opportunity to use workshop space or another conference space once before the planned workshop day from 7:15 a.m. to 8:15 a.m. or during lunch from 12:15 p.m. to 1:15 p.m. The vendor will be responsible for any additional accommodations provided to their attendees. The vendor will be provided a list of attendees of the conference to invite, or they can publish that they will have a session during those times that will be open to all attendees. No additional room set-up or AV will be provided on behalf of ERICSA, but AV equipment and room set-up can be used at their discretion. Details about the session can be provided on the ERICSA conference app if the vendor would like information available to conference attendees.



Eastern Regional Interstate Child Support Association 61st Annual Training Conference

Sponsorship Commitment Form

Sponsorship opportunities are available on a first-come, first-served basis.

Yes, we would like to sponsor _____ Level _____
(List activity to sponsor)
_____ Level _____
(List activity to sponsor)

(If you would like to request more than two events, please make additional lines if answering electronically, or add a page if printing the form.)

Please print or type.

Company/Organization Name: _____

Authorized Contact Person: _____

Job Title: _____

Address: _____

Phone: _____ Email: _____

Please provide the name of the individual/company/organization as you would like it to appear in the *Conference App* and on signage announcing your sponsorship: _____

Total Due: \$ _____

75% Non-refundable Deposit to Hold Sponsorship Item: \$ _____

(75% Non-refundable Deposit to Hold Sponsorship due immediately)

Payment Method

<p>Check # _____</p> <p>or</p> <p>Credit Card: <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> AMEX <input type="checkbox"/> Discover</p> <p>Cardholder Name: _____ Security Code: _____</p> <p>Card # _____ Exp. Date: _____</p> <p>Billing Address (if different than above): _____</p> <p>_____</p> <p>Signature: _____</p>
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*****Full payment is due on or before April 1, 2024*****

Return completed forms and payment to:

ERICSA c/o MgR & Associates, PO Box 67585, Albuquerque, NM 87193
Or email them to info@ericsa.org

We appreciate your support and look forward to seeing you in Grand Rapids!



Eastern Regional Interstate Child Support Association 61st Annual Training Conference

Exhibitor Application

In accordance with the exhibit regulations governing the rental of exhibit space (see the next page), the undersigned hereby applies for exhibit space at ERICSA's 61st Annual Training Conference in Grand Rapids, Michigan, Sunday, April 7 – Thursday, April 11, 2024. We have read and agree to the exhibit regulations. We understand that these regulations are incorporated into this contract by reference and that this application becomes a contract when accepted and confirmed by ERICSA. **We understand that all exhibit fees must be paid in full with the application.**

Section 1 Booth Location

Booth assignments are based upon the date of receipt of the Exhibitor Application and payment in full, as well as proximity to the competitive or conflicting organizations.

Booth Location Preference. (Please list your first and second choices for booth location.)

List any organizations you do not wish to be located nearby. (Every effort will be made to separate but we cannot make any guarantees.)

Section 2 Booth Fees

Single Booth: \$1,500.00 Double Booth: \$2,750.00

Total Due: \$ _____

Payment Method

Check # _____

or

Credit Card:

MasterCard Visa AMEX

Cardholder Name: _____

Address (if different): _____

Zip: _____

Card # _____

Security Code: _____ Exp. Date: _____

Signature: _____

Section 3 Official Exhibit Representative

Designate below the name of the person in your organization who will receive all relevant exhibition materials, including booth confirmation and service kits. Conference and exhibitor floor pass attendees must be registered for the conference.

Please Print

Official Exhibit Representative

Job Title

Organization

Address

City/State/Zip

Telephone #

Email

Section 4 Signature

Note: All applications must be signed in order to confirm booth space.

I understand and agree to abide by the official regulations on the reverse side of this application.

Signature of Authorized Representative Date

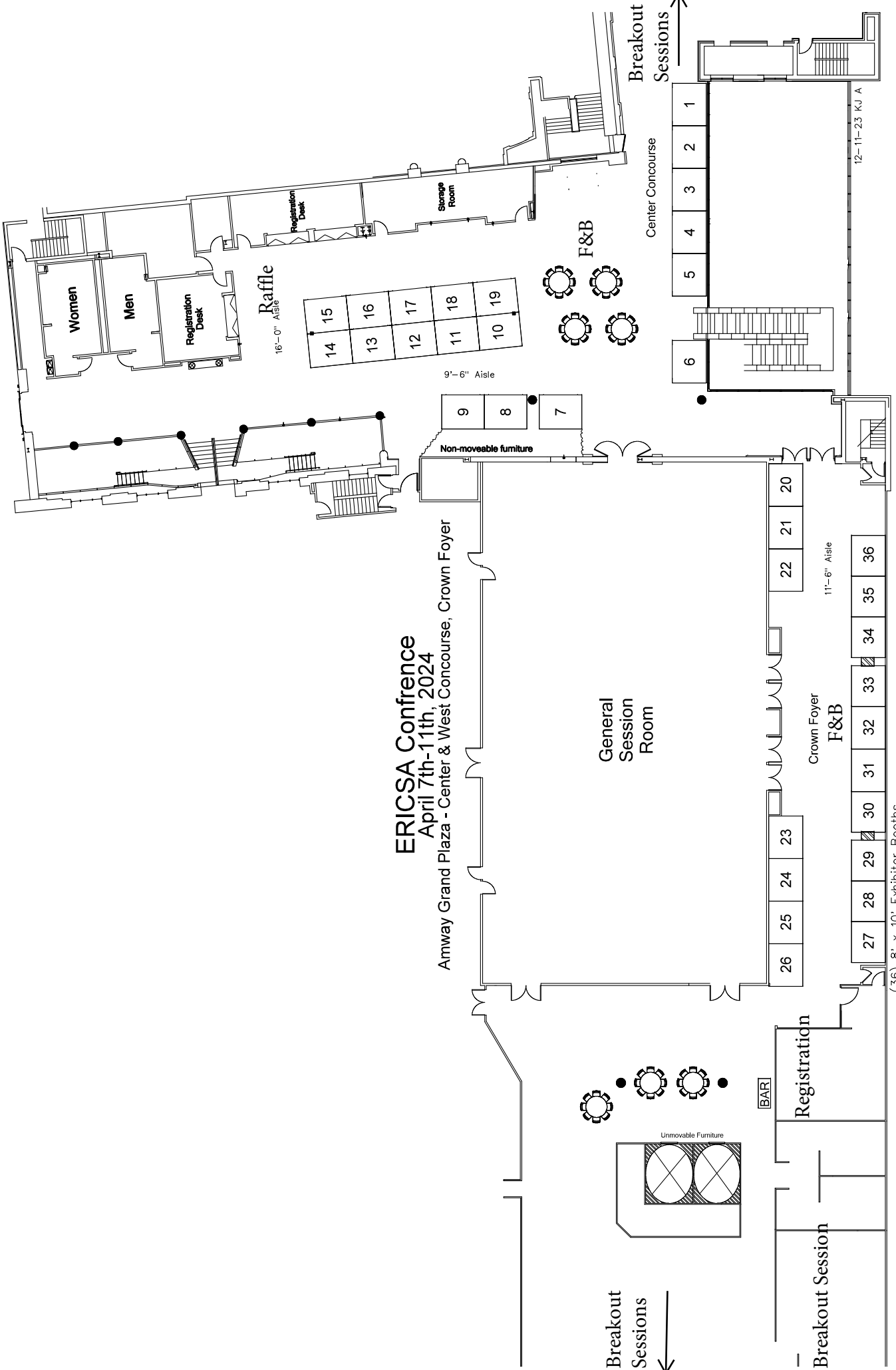
Return this completed contract and payment to:

ERICSA
c/o MgR & Associates
PO Box 67585
Albuquerque, NM 87193
Or via email: info@ericsa.org

For questions: Phone: 505-250-2906 or
Email: Corrina@mgr-events.com

ERICSA Conference April 7th-11th, 2024

Amway Grand Plaza - Center & West Concourse, Crown Foyer



Breakout Sessions

Breakout Session

Registration

General Session Room

Crown Foyer F&B

Raffle

F&B

Breakout Sessions

Center Concourse

Non-moveable furniture

9'-6" Aisle

11'-6" Aisle

11'-6" Aisle

12'-11"-23' KJ A

(36) 8' x 10' Exhibitor Booths



Eastern Regional Interstate Child Support Association 61st Annual Training Conference

Official Exposition Regulations

All exhibits and exhibitors are subject to the regulations below. The words "Management," "Association," and letters "ERICSA," herein refer to the Eastern Regional Interstate Child Support Association, acting through its officers or agents, in the management of the Exposition.

1. Date and Hours of Exposition

Monday, April 8: 7:30 a.m. – 5:00 p.m.
Tuesday, April 9: 7:30 a.m. – 5:00 p.m.
Wednesday, April 10: 7:30 a.m. – 10:30 a.m.

2. Exposition Sponsorship and Objectives

The Exposition is produced by and is the property of ERICSA. The Exposition is a practical, educational adjunct to the professional meetings held during ERICSA's Annual Training Conference. The exposition is meant to supplement the professional meetings by providing a forum where child support enforcement professionals can learn about various products, services, and information. Exhibitors are expected to display their products and/or discuss their services with awareness of the professional and practical needs of ERICSA members. ERICSA reserves the right to refuse space to any applicant who, in the opinion of ERICSA, is unlikely to contribute to the overall objectives of the Annual Training Conference.

3. Exhibitor Representative Responsibilities

Each Exhibitor shall name a person to be identified as the official on-site representative and responsible party. This representative shall be authorized to enter into such contracts as may be necessary to fulfill obligations to ERICSA and other contractors and subcontractors. Each paid exhibiting company is entitled to one complimentary conference registration.

4. Contract for Space

The application for exhibit space, notice of space assignment by ERICSA and full payment of booth fees constitute a contract for a right to use space. Applications should be completed and be accompanied by payment in full. No pre-paid fees will be refunded on cancellations made after March 1, 2024. Cancellations on or before March 1 are entitled to a 50% refund.

5. Installation and Dismantling

Exhibits must be installed between 12:00 p.m. and 5:00 p.m. on Sunday, April 7. Any space unclaimed by 5:00 p.m. on Sunday, April 7, may be reassigned without refund of fees paid. ERICSA will not be liable for any incurred expenses.

The ERICSA Exposition officially closes on Wednesday, April 10, 2024, at 10:30 a.m. **Exhibitors may not dismantle or disturb their exhibits until after the official closing.** All exhibitors and accompanying supplies must be dismantled and removed from the exhibit hall by 12:00 p.m., Wednesday, April 10, 2024.

6. Use of Exhibit Space

No exhibitor shall assign, sublet, or share the whole or any part of the space allocated without the consent of Management and approval of the terms thereof. No exhibitor is permitted to show goods other than those manufactured or handled in its regular course of business. No firm, organization or individual not assigned space in the Exhibit Hall will be permitted to solicit business, in any manner, within the Exhibit Hall.

7. Care of Buildings/Regulations

Exhibitors or their agents shall not deface walls/floors of the building, booths, and/or equipment or furnishings in a booth. The exhibitor will be held liable for any damage caused by its agents or employees. Exhibitor assumes full responsibility for complying with union regulations, local, city, and/or state laws regarding sales taxes; and regulations concerning fire, safety, electrical wiring, and health.

8. Location of Exhibits

Management reserves the right to alter the location of exhibits or booths shown on the official floor plan as it is deemed advisable and in the best interest of the Exposition.

9. Liability and Insurance

Management and the Amway Grand Plaza will take reasonable precautions to safeguard the Exhibitor's property; however, Management and the Amway Grand Plaza will not be liable for loss or damage to property of the Exhibitor or its representatives or employees from theft, fire, accident, or any other cause beyond its control. Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save ERICSA and the Amway Grand Plaza, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Amway Grand Plaza and its employees and agents.

The Exhibitor understands that neither Management nor the Amway Grand Plaza maintains insurance covering the exhibitor's property. It is the sole responsibility of the Exhibitor to obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than \$2,000,000 Combined Single Limit for personal injury and property damage.

10. Failure to Open Exposition

In case the premises of Amway Grand Plaza area therein shall be destroyed or damaged, or if the ERICSA Exposition fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with because of any strike, lockout, injunction, act of God, emergency declared by any government agency, or for any other reason, this contract may be terminated by ERICSA. In the event of such termination the Exhibitor waives any and all damages and claims for damages and agrees that the sole liability of ERICSA shall be to return to each exhibitor its space payments, less a pro rata of all costs and expenses incurred and committed by ERICSA.

11. Drayage and Decorating

The official service contractor for the 2024 Exposition is:

Art Craft Display, Inc.

Exhibitor Service Kits will be available to exhibitors on or about February 9th, following booth confirmation and payment of fees. The kit will contain all necessary forms for ordering furniture, decorations, shipping storage, and labor.

12. Regulations and Contract

These regulations have been formulated in the best interest of all concerned and become part of the contract between the Exhibitor and ERICSA. All matters and questions not covered by these regulations are subject to the decisions of Management.