



Guidelines and Registration Form for Exhibitors For 2010 GULF COAST HUMAN RESOURCES CONFERENCE

These guidelines, along with the General Show Information provided by the Mobile Convention Center, will give you the information you need to have a successful experience at this year's conference.

Date: Friday, November 5, 2010

Hours: 7:30 a.m. to 4:30 p.m.

Location: Mobile Convention Center
One South Water Street
Mobile, AL 36602

Fee: Exhibitor registrations with payments received by July 30, 2010 - \$350.00*
Exhibitor registrations with payments received by October 1, 2010 - \$375.00*
For registrations with payments received after October 1, 2010 - \$400.00*
***Note: a 5% processing fee will be added for all credit card payments**

Exhibitor Fee Includes:

- ✓ 10 x 10 booth (8' high teal back drape, 3' high teal side drape)
- ✓ One 8' x 24" table (covered with white tablecloth) with 2 chairs
- ✓ One wastebasket
- ✓ 7" x 44" Identification sign
- ✓ Continental breakfast, lunch, breaks and pre-conference reception for two (2) representatives (Each additional representatives, \$55 each)
- ✓ Conference binder, which includes participant list, contact information and conference materials
- ✓ Admission to all conference sessions

**Please note if electrical outlet is needed a fee must be paid to the Convention Center.
(to request onsite services, locate forms at <http://www.mobileconventions.com/>)**

Sponsorship Opportunities:

For information about the benefits and costs of the various levels of sponsorship opportunities available, contact Kay Watson at conference@mobileshrm.org or (251) 342-9092 or Candice Swiger at conferencecochair@mobileshrm.org or (251) 378-4151.

Booth Assignment: A form for booth location choices will accompany your confirmation. Spaces will be assigned based on the date registration and date payment received. If your choice of space is not available, the closest space to your original selection will be assigned. No guarantees can be made; however, care will be taken to avoid locating exhibitors next to competitors or exhibitors with like products or services.

Booth Set up Time: November 5, 2010 – 6:00 a.m. – 7:30 a.m.

All booth set up must be completed by 7:30 a.m. on November 5, 2010. Although all reasonable security measures are taken in the exhibit hall, individual booths and materials contained within are the responsibility of the exhibitor.

Booth Tear Down Time: 3:00 p.m. - 5:30 p.m. (Also subject to Mobile Convention Center Regulations.)

Drawing for Complimentary Booth for next year: All exhibitors are automatically entered into a drawing for a complimentary booth for the 2010 Gulf Coast HR Conference. The drawing will be held immediately following lunch. An exhibitor representative must be present to win.

Payment Methods:

Credit Card – Payment option available on the MSHRM website at www.mobileshrm.org through Pay Pal with a 5% convenience fee.

Check – Make payable to: ***Mobile Society for Human Resources Management***

Checks can be mailed or paid at the monthly MSHRM luncheon meetings. Be sure to include your completed registration form along with your check, as both are required to confirm your space.

Mailing Address: Mobile Society for Human Resource Management
Attn: Conference Exhibitor Coordinator
5300 Halls Mill Rd. Suite H #102
Mobile, AL 36619

Registration forms may be faxed to Attn: Angel Persson @ 443 7919 or emailed to treasurer@mobileshrm.org

Cancellation and Refund Policy: All cancellations must be in writing – mail, email or fax will be acceptable. Refunds will be made by check to the payer according to the following schedule:

Cancellation letters received:

Note: Credit card processing fees are non-refundable
On or before October 1, 2010
October 1, 2010 – October 22, 2010
October 23rd or later

Refund to be issued:

Fees paid, less a \$50 administrative fee
Fifty percent (50%) of fee paid
No refunds

Cancellation of Conference: If the Mobile Society for Human Resource Management (MSHRM) should be prevented from holding the conference for any reason beyond MSHRM control (such as, but not limited to damage to building, riots, strikes breached by conference location, acts of government or acts of God), then MSHRM has the right to cancel the conference or any part thereof, with no further liability to the exhibitor other than a refund of exhibit fees less a proportionate share of the conference cost incurred.

Kay Watson, Conference Chairperson
Candice Swiger, Conference Co-Chair
Email: conference@mobileshrm.org

**SPONSORSHIP REGISTRATION FORM -
GULF COAST HUMAN RESOURCES CONFERENCE – 2010**

Company/Organization/Contact Name: _____

Mailing Address: _____

Phones: _____ / _____ / _____ Fax: _____

Primary Email: _____ Secondary Email: _____

SPONSORSHIP OPTIONS

If you are interested in sponsoring one or more of the following categories, please check the box next to the appropriate sponsorship item. **Sponsorship will include 2 attendees and first preference in conference booth location, logo listing in the conference book, in the SHRM newsletter, and on the MSHRM website. (Additional signage at conference)**

Note: If sponsorships are paid via credit card, an additional 5% transaction fee will be required. Contact Mary White at 251-478-6848 to arrange for credit card payments for sponsorships.

PLATINUM (Platinum Sponsors will be allowed double booth space)

SOLD \$2000 ~~Lunch~~ **Pilot Catastrophe**

\$1500 Breakfast - Extra signage on Breakfast Table(s); Logo in conf book

GOLD

SOLD \$1200 ~~Conference Notebook~~ **BLP Mobile Paints**

SOLD \$1200 ~~Conference Attendee Tote Bags~~ **Clark Personnel Service**

SILVER

SOLD \$1000 ~~Grand Door Prize~~ **Occupational Health Center**

\$1000 **Mid Conference Break** - Extra signage and literature on/near serving table(s). Logo in Conf Book

\$500 **Breakout Session-Speaker Sponsors** (9 needed)

1. Army Aviation Center Federal Credit Union
2. Spring Hill College
3. Bradford
4. Employment Screening Services
5. Adecco Employment Services
6. _____
7. _____
8. _____

\$750 **Final Speaker Sponsor** - (Speaker: Thom Kaz "Stress Less for Success") **General Assembly** of all participants at the conference. Sponsor will introduce the speaker. Sponsor logo on Speaker's room sign. Option to hand out literature at the door of that session.

SOLD \$1000 ~~Conference Committee Shirts~~ **Reliable Staffing**

SOLD \$ 700 ~~Lanyards~~ **Long's Human Resources**

Mail to:

Mobile Society for Human Resource Management
Attn: Conference Exhibitor Coordinator
5300 Halls Mill Rd. Suite H #102
Mobile, AL 36619

Your signature below indicates your acceptance of these Guidelines and of those of the Mobile Convention Center. Upon receipt of forms and payment, a confirmation email/letter will be sent to the contact and address provided above. Confirmations will include any updated conference information.

By: _____ **Date:** _____