



## 2017 SPONSORSHIP | EXHIBITOR GUIDE

Employment, Training, Benefits & Wellness Conference

May 16, 2017 • Columbia, Missouri  
Stoney Creek Conference Center

The information provided below will help you prepare for your exhibit at the Employment, Training, Benefits & Wellness Conference. The conference will be held at The Stoney Creek Conference Center on May 16, 2017. Please read the information below carefully. Thank you for your support and we look forward to having you at our conference.

### EXHIBIT REGISTRATION

Please check in at the registration table. Name Badges will be available on-site for the individuals who are registered. Any exhibitor representative without a name badge will not be permitted to participate in conference activities. Badges must be worn at all times.

### EXHIBIT LOCATION

Enter through Stoney Creek Conference Center. Exhibitor booths will be scattered throughout the hallways outside of the breakout session rooms to help increase traffic for your exhibit.

### EXHIBIT BOOTH SPECIFICATIONS

All exhibit spaces include an 8' draped table and two chairs.

### EXHIBIT BOOTH ELECTRICAL

Electricity is available at your booth for an additional \$20.00.

### EXHIBITOR MEALS

Boxed lunches are available only to those individuals who are registered. Please note that we can accommodate only medically necessary and vegetarian special diets. If you have special food requirements, please contact Nan Boland at [Nan@MissouriEmploymentConference.com](mailto:Nan@MissouriEmploymentConference.com)

### EXHIBITOR GIVEAWAYS, RAFFLES, DRAWINGS

All exhibitor giveaways, raffles, drawings are the responsibility of each exhibitor and not the responsibility of Missouri Employment Conference. Vendors are responsible for conducting raffles from their tables only and drawing and distributing prizes to the winners. Missouri Employment Conference will not provide materials for the raffles and will not announce winners' names. If you are interested in donating a raffle prize to the conference, please contact Nan Boland at [Nan@MissouriEmploymentConference.com](mailto:Nan@MissouriEmploymentConference.com) or 515-331-9020.

### EXHIBIT AREA SECURITY

Missouri Employment Conference will not provide 24-hour security for exhibitors. Exhibitors are responsible for the security of their own property and equipment at all times. Missouri Employment Conference and Stoney Creek Conference are not responsible for any loss, theft or damage to any property left at the venue at any time.

### COMPLIMENTARY WI-FI

Complimentary Wi-Fi will be provided. To connect, select the network "Stoney Creek Guest" and accept the "Terms and Conditions". Once you have accepted the "Terms & Conditions", you will be connected. Leave password blank.

**MARKETING MATERIALS** If you are submitting your company's logo, the preferred format is Adobe Illustrator vector with outlined fonts. Also, acceptable are high-quality JPEGs (300 dpi). Logos taken from your website or with a screen capture tool (i.e. Greenshot) are generally not usable or will result in poor print quality.

### SHIPPING INFORMATION

Due to limited storage space, please send your packages to arrive no more than 2 days before the conference. Packages should be addressed as follows:

Missouri Employment Conference  
C/O Bailey Calton | Stoney Creek Hotel & Conference Center  
2601 S Providence Rd | Columbia, MO 65203

### RETURN SHIPPING INSTRUCTIONS

Have return shipping label prepaid, on the package and leave it with the banquet captain. The captain will have a form you will need to sign.

### HOTEL ACCOMMODATIONS

MEC has negotiated discounted prices on hotel rooms at Stoney Creek Inn. For room reservations, the preferred method is online. If you wish, you may call the Stoney Creek Conference Center reservations desk (800-659-2220) and specify that you are a part of the Missouri Employment Conference. Limited rooms available at \$99.

Note: Discounted rooms will be available in March 2017

### LIABILITY & INSURANCE

Neither the Missouri Employment Conference (MEC), Stoney Creek, nor any of their employees or representatives shall be liable for any injury, loss, or damage to the exhibitor's personnel or property or to visitors attending the exhibition. Additionally, neither the Missouri Employment Conference, nor Stoney Creek shall be held liable for the effects of unforeseeable events that may deleteriously affect the quality of the exhibitors' display or the number of people attending the meeting. Neither MEC nor Stoney Creek accepts any responsibility for an exhibitor's products. Liability insurance shall be at the exhibitor's own expense.

EXHIBITOR SCHEDULE	
	Monday, May 15 - Set up   3 PM
	Tuesday, May 16 - Registration   7 AM
	Exhibitor Hours 7:00 a.m. – 4:00 p.m.
	Tear-down 4:00 p.m. – 5:00 p.m.

