



# 1ST ANNUAL TENANT AND TENANT ASSOCIATION SUMMIT EXHIBITOR FORM

The Office of Tenant Advocate

Your organization is invited to join corporations, government agencies, nonprofit organizations and tenant associations that will exhibit at the upcoming 1<sup>st</sup> Annual Tenant/Tenant Association Summit to be held on Saturday, September 27, 2008 at the Kellogg Conference Center on the campus of Gallaudet University located at 800 Florida Ave. NE. Registration for the summit is **now through Friday, September 19, 2008, C.O.B.** Exhibiting at the conference offers your organization an opportunity to share information and highlights about your program, agency or service, while meeting and educating residential renters, community members, constituents and customers from every spectrum of the tenant community.

**Exhibit Booth Fee is as follows:**

\$75.00

Registration Deadline: Space is limited, so please return your exhibitor registration forms and fees no later than **Friday, September 19, 2008.** There is no fee to register as a conference attendee. Forms can either be submitted by fax or online. Fees should be sent directly to:

Leslie M. Jones, Conference Planner  
Kellogg Conference Hotel  
800 Florida Avenue, NE Washington, DC 20002  
Phone: 202-651-6104 (Direct Line) Fax: **202-651-6107**  
[Leslie.jones@gallaudet.edu](mailto:Leslie.jones@gallaudet.edu)

**Exhibit Booth Space:**

Individuals and organizations will be responsible for all aspects of setting up and tearing down the exhibit. Audio/visual equipment, telephones, and internet must be handled by the exhibiting organization.

**Hotel and Travel Reservations:**

All exhibitors will be responsible for making their own hotel and travel reservations. Here is a link to a list of accommodations near Gallaudet University (this is not an endorsement):

<http://www.hotels-rates.com/hotels/locations/Washington/DC/usa/718/>

Office of the Tenant Advocate, 941 N. Capitol Suite NE Suites 9500, Washington, D.C. 20002  
202- 442-8359  
[www.ota.dc.gov](http://www.ota.dc.gov)

**Exhibit Shipments:**

All exhibitors are responsible for the shipment of their exhibit materials to and from the conference center hall. Exhibitors are also responsible for set-up, tear down and staffing of their exhibit, drayage, packing and return shipping costs.

**Scheduled Exhibit Hall Events:**

Set Up:	Friday, September 26, 2008	3:00pm to 6:00pm
Exhibit Hours:	Saturday, September 27, 2008	8:00am to 4:00pm
Tear Down:	Saturday, September 27, 2008	5:00pm to 7:00pm

**How to Register:**

Please complete the online Attendee Registration Form, Exhibitor Registration Form and the Exhibitor Request Form. You can submit the forms online by hitting the "Submit" button or print them out, faxing or mailing them to:

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## ***Exhibitor Registration Form***

\_\_\_\_ **Yes**, my organization will exhibit at the 1<sup>st</sup> Annual Tenant/Tenant Association Summit to be held at the Kellogg Conference Center on the campus of Gallaudet University on Saturday, September 27, 2008 at 8:00am to 4:00pm. I understand that the exhibit hall will be open during the entire conference. Set up will be on Friday, September 26, 2008 3:00pm to 6:00pm. Tear-down will be on Saturday, September 27, 2008 5:00pm to 7:00pm.

I will be responsible for my own display and the ordering and cost of any additional items such as audio/ visual equipment, telephones, and internet access. I will be responsible for making hotel room reservations and travel arrangements, staffing the exhibit, shipment of exhibit materials to and from the conference site, packing unpacking, drayage and removal of exhibit materials from the conference site.

I understand that the exhibitor assumes full responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to the Exhibitor's display, equipment, or property brought upon the premises of the conference site. I further agree to indemnify, defend and hold harmless the Office of Tenant Advocate, Kellogg Conference Center, Gallaudet University and its owners, servants, agents and employees against all claims or expenses for such losses, including reasonable attorney's fees arising out of the use of the conference site excluding any liability caused by the negligence the Office of the Tenant Advocate, Kellogg Conference Center and Gallaudet University or its owners, servants, agents and employees. I understand that neither the Office of Tenant Advocate, Kellogg Conference Center nor Gallaudet University maintains insurance covering the Exhibitor's property or lost revenue and it is the sole responsibility of the Exhibitor to obtain such insurance.

**Authorized representative:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Signature (if off-line):** \_\_\_\_\_

***Exhibitor Registration Form***

**Check your organization type:**        \_\_\_\_\_ Tenant Association  
   \_\_\_\_\_ Non-Profit or Government Agency  
   \_\_\_\_\_ Commercial or Private Entity

**NAME(S) OF EXHIBIT BOOTH PERSONNEL (List Primary Contact First):**

1. \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**NAME(S) OF ADDITIONAL EXHIBIT BOOTH PERSONNEL:**

2. \_\_\_\_\_ Title: \_\_\_\_\_

3. \_\_\_\_\_ Title: \_\_\_\_\_



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## ***Exhibitor Request Form***

**Please indicate the type of exhibit you will bringing** (Office of Tenant Advocate will not provide displays)

\_\_\_\_ Pop-Up Display (portable display booth). **NO** table needed. Size of Display \_\_\_\_\_

\_\_\_\_ Pop-Up Display (portable display booth). Please provide table. Size of display \_\_\_\_\_

\_\_\_\_ Table Top Display Only. Size of Display \_\_\_\_\_

\_\_\_\_ Other Exhibit Type. If your exhibit space requirements are different than the above standard exhibits, please include a diagram with your registration forms and indicate the approximate dimensions.

Will you require an electrical outlet \_\_\_\_ Yes \_\_\_\_ No

Optional Items: If your exhibit requires additional items such as audio/visual equipment, telephones, or internet access, please indicate your requirements below:

Are you expecting to serve any Food and Beverage? \_\_\_\_ Yes \_\_\_\_ No

Audio Visual: LCD Projector (\$700.00) \_\_\_\_ Overhead Projector (\$150.00) \_\_\_\_

Laser Pointer (\$50.00) \_\_\_\_ Flipchart (\$50.00) \_\_\_\_

Wireless Internet Connection (\$25.00) \_\_\_\_ Wired Internet Connection (\$50.00)

Microphones (include type and quantities): \_\_\_\_\_

Wireless (\$150.00) Wired (\$50.00)

Other A/V: \_\_\_\_\_

## **Exhibitor Location Preference**

Please be advised that function space is **LIMITED** and exhibitors are assigned on a first-come, first served basis. Every effort will be made to accommodate your first preference. Please complete and submit your Exhibitor Registration Forms no later than C.O.B of Friday September 19, 2008.

**You may submit this form online or return this form to:**

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