



## 2ND 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 2nd Annual Tenant/Tenant Association Summit to be held on Saturday, September 26, 2009 at the Kellogg Conference Center on the campus of Gallaudet University located at 800 Florida Ave. NE. A variety of seminars will be centrally located in the exhibit hall where attendees can ask tenant advocate professionals questions on a one on one basis. The seminar will begin at 8:00am and conclude at 4:00pm. Exhibiting at the conference will offer you an opportunity to share information and highlights of your program, organization or service, while meeting and educating attendees from every spectrum of the tenant advocate and rights 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 September 19, 2009. There is no fee to register as a conference attendee. Forms can either be submitted by fax or online at [www.ota.dc.gov](http://www.ota.dc.gov). Look under the Tenant Summit section, click registration and then click exhibitor. Information concerning exhibitor fees can be obtained at the email address to Mr. Lennie Mitchell at [lennie.mitchell@dc.gov](mailto:lennie.mitchell@dc.gov).

**Exhibit Booth Space:**

You will be responsible for your own display and the ordering and cost of any additional items such as audio/visual equipment, telephones, and internet access. Please indicate on the enclosed Exhibit Request Form the size and type of display you would like to exhibit. Please specify if you need electrical access.

**Hotel and Travel Reservations:**

All exhibitors will be responsible for making their own hotel and travel reservations.

**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, staffing of their exhibit, drayage, packing and return shipping costs.

**Scheduled Exhibit Hall Events:**

Set Up:	Friday, September 25, 2008	3:00pm to 6:00pm
Exhibit Hours:	Saturday, September 26, 2008	8:00am to 4:00pm
Tear Down:	Saturday, September 26, 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 or print them out, faxing or mailing them to:

Exhibitors may contact Ms. Carley Chicklow of the Kellogg Conference Center. Her phone number is 202-651-6102. She may also be reached at [carleychicklow@gallaudet.edu](mailto:carleychicklow@gallaudet.edu)



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The Office of Tenant Advocate

## ***Exhibitor Registration Form***

\_\_\_\_ **Yes**, my organization will exhibit at the 2nd Annual Tenant/Tenant Association Summit to be held at the Kellogg Conference Center on the campus of Gallaudet University on Saturday, September 26, 2009 at 10:00am to 4:00pm. I understand that the exhibit hall will be open during the entire conference. Set up will be on Friday, September 25, 2009 3:00pm to 6:00pm. Tear-down will be on Saturday, September 26, 2009, 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: \_\_\_\_\_

**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 an Exhibits Coordinator will contact you to discuss your needs and provide you with assistance.

My organization \_\_\_\_\_ will need

the following additional items for its exhibit space: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Space is limited. Please complete and submit your Exhibitor Registration Forms no later than Friday September 19, 2009. For further assistance please contact Ms. Carley Chicklow of the Kellogg Conference Center. Her phone number is 202-651-6102. She may also be reached at [carleychicklow@gallaudet.edu](mailto:carleychicklow@gallaudet.edu)