Sixth Annual
Human Trafficking Awareness Month

Sponsor & Exhibitor Information

The Wichita State University Center for Combating Human Trafficking is proud to bring you a sixth year of Human Trafficking Awareness Month events and invites you to sponsor the month’s events or exhibit at a national anti-trafficking conference.
January 2020 Sponsorship Opportunities
for more information contact 316-978-5061

**Ambassador | $5,000+**
- Keynote Sponsor (recognition during keynote presentation)
- Four complimentary conference registrations
- Priority exhibitor space
- Organization recognized in conference materials
- Logo on conference t-shirt
- Recognized on social media networks (logo)
- Partner Decal

**Advocate | $2,500**
- Mealtime Sponsor (recognition during breakfast or lunch)
- Two complimentary conference registrations
- Preferred exhibitor space
- Organization recognized in conference materials
- Logo on conference t-shirt
- Recognized on social media networks (logo)
- Partner Decal

**Ally | $1,000**
- Coffee Break Sponsor (recognition during conference breaks)
- One complimentary conference registration
- Exhibitor space
- Organization recognized in conference materials
- Logo on conference t-shirt
- Recognized on social media networks (logo)
- Partner Decal

**Aide | $500**
- Organization recognized during conference (in conference packet & digitally)
- Admission for two to luncheon panel
- Logo on conference t-shirt
- Exhibitor space
- Recognized on social media networks (logo)
- Partner Decal

**Attendant | $100**
- Organization acknowledged with conference materials (in conference packet)
- Recognized on social media networks (logo)
- Partner decal
Conference Exhibitor Information

Exhibit Hours

Friday, January 31, 2020
7:00 – 7:30 a.m.  Set Up (Conference registration begins at 7:30 a.m.)
7:30 a.m. – 4:30 p.m.  Display
4:30 – 5:00 p.m.  Tear Down

Space Description

Each exhibit space will be furnished with one 6’ x 30” draped table and two chairs (unless otherwise indicated.) Additional tables are $25.00 each and must be pre-registered and paid for in advance. Exhibitors may not bring their own tables. Tables are adjacent to each other. There are no physical dividers between spaces. Wireless internet access is available at no additional charge.

Option 1: Table Display

*Early Bird Rate (by January 10)*
$125 first table, $25 each additional table

*Regular Rate (after January 10)*
$175 first table, $25 each additional table

Exhibit rates include the following:
- One 6’ x 30” draped table and two chairs (additional tables may be rented if available)
- Listing of organization name and contact information in attendee conference materials (registration must be received by January 17 to be included)
- One ticket for breakfast, lunch and beverages at breaks included for staff (additional tickets may be pre-purchased with registration)

Option 2: Packet Inserts

If you are unable to attend in person, your organization can still participate in the Anti-Trafficking Conference by including a flier, brochure or other giveaway in the attendees’ packets.

Fee must be paid to participate.

*Shipping*
Materials must be received no later than Friday, January 17, 2020. Cost of shipping is your responsibility.

- FedEx or UPS - please ship to our physical address:
  WSU Conference Office
  5015 E. 29th St., Door C
  Wichita, KS  67220.
- USPS - please ship to our mailing address:
  WSU Conference Office
  1845 Fairmount, Box 136
  Wichita, KS  67260-0136.
How to Reserve Your Spot: To reserve your place at the Sixth Annual Anti-Human Trafficking Conference, complete the Exhibitor/Sponsor Registration Form and return it, along with your exhibit fees or sponsorship gift to:
WSU Conference Office
1845 Fairmount, Campus Box 136
Wichita, KS 67260-0136

Alternatively, you can register online at: www.wichita.edu/conferences/humantrafficking.

Remember that your company will be listed on the conference webpage once you have reserved your exhibit space and/or sponsorship, so register early!

Conference Location
Eugene M. Hughes Metropolitan Complex
5015 East 29th Street North
Wichita, Kansas  67220

Terms and Conditions: By participating as an exhibitor in the Sixth Annual Anti-Trafficking Conference, you, your company/association, and your representatives agree to the following terms and conditions. These terms and conditions will be strictly enforced and violators may be asked to leave the exhibition area and may impair their exhibit opportunities at future conferences.

Meal Options: Each exhibitor/sponsor registration comes with a pre-determined number of meal tickets. Exhibitors and sponsors have the option of purchasing additional meal tickets in advance for the conference (see registration form).

Electricity and Internet: Limited electrical outlets and wireless internet are available free of charge. If you need an electrical outlet, you must indicate so on the registration form. Requests will be accommodated on a first come basis. You must bring your own power strip and extension cord.

Booth Assignment: The conference organizers reserve the right to exercise their sole discretion in the assignment of booth space and the acceptance or refusal of requests to exhibit for any reason, with or without cause. While every effort is made to accommodate the special needs and requests of exhibitors, the final assignments of booth space and their location will be determined by the conference facilitator at their sole discretion. Exhibit space will be pre-assigned according to the date payment is received. Please submit all special requests with your registration. Exhibitors may not rearrange table placement without the permission of the conference facilitator.

Set-up Information: Fire regulations require exhibitors to keep displays, products, signage, and any other materials within their booth limitations. If any of these items are found to be in aisle space, the exhibitor is liable for municipal fines and may be asked to dismantle their exhibit and leave. Exhibitors may not bring in additional tables. Additional table are available with advance registration for a fee.

Amendments: The exhibitor agrees that the conference organizers shall have the right to make such rules and regulations or changes in arrangements as deemed necessary, and to amend same from time to time. The conference facilitator shall have the final determinations and enforcement of all rules, regulations, and conditions.
**Liability:** Exhibitor assumes responsibility and hereby agrees to protect, indemnify, defend and save the conference organizers and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney fees arising out of or caused by exhibitor’s installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof.

**Cancellation of Space:** Failure to exhibit does not constitute notice of cancellation. Cancellation must be in writing. Telephone cancellations will not be accepted. A 15% administrative fee will be assessed on all cancellations (this includes unpaid purchase orders). There will be no refunds after January 17, 2020. In the event of the conference being canceled due to fire, strikes, government regulations, acts of God, or other causes beyond their control, the conference organizers shall not be held liable for failure to hold the Sixth Annual Anti-Human Trafficking Conference as scheduled, and the conference organizers shall determine the amount of exhibit fees to be refunded.

**Endorsements:** Having an exhibitor relationship with the conference does not indicate that the conference endorses the product of said exhibitor.

We look forward to seeing you at the conference. Please sign up today on the enclosed registration form or online at http://www.wichita.edu/conferences/humantrafficking.

If you have any questions, please feel free to contact the WSU Conference Office at conference.office@wichita.edu or 316-978-6493.

**Special Accommodations:** Wichita State University is committed to making programs available to people with disabilities. If you wish to volunteer information regarding any special assistance you may need, please contact the Office of University Conferences at (316) 978-6493.

**Notice of Non-Discrimination:** Wichita State University does not discriminate in its employment practices, educational programs or activities on the basis of age (40 years or older), ancestry, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran. Retaliation against an individual filing or cooperating in a complaint process is also prohibited. Sexual misconduct, relationship violence and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972. Complaints or concerns related to alleged discrimination may be directed to the Director of Equal Opportunity or the Title IX Coordinator, Wichita State University, 1845 Fairmount, Wichita, KS 67260, telephone 316-978-3187.
**Sponsorship Opportunities**

- ____ Ambassador | $5,000+
- ____ Advocate | $2,500
- ____ Ally | $1,000
- ____ Aide | $500
- ____ Attendant | $100

**Exhibitor Opportunities**

- **Option 1: Table Displays**
  - ____ $125 first table; $25 each additional table
  - After January 10, first table is $175

- **Option 2: Packet Inserts**
  - ____ $50 See brochure for shipping information

Name of Organization (& Dept if applicable): ________________________________________________________________________________________
Registration/Billing Contact: _________________________________________ E-mail: _______________________________________________
Mailing Address: _______________________________________________________________________________________________________________
City/State/Zip: _________________________________________________________________________________________________________________
Phone: ___________________________Fax: __________________________ Website: ______________________________________________________

_____ I agree to abide by all Conference Exhibitor terms and conditions (see brochure for details).

### Sixth Annual Human Trafficking Awareness Month
January 2020 | Sponsor & Exhibitor Registration Form

**For “Aide” Sponsors and Up / Exhibitors**

**Table Display**
Name of Rep 1 staffing the display area: _____________________________________ E-mail: _________________________________________________
Name of Rep 2 staffing the display area: _____________________________________ E-mail: _________________________________________________
Special requests for table placement: _______________________________________________________________________

(Final arrangements of booth space will be determined by the conference facilitator based on space availability)

_____ I need an electrical outlet. A limited number of outlets are available. Requests will be accommodated on a first come basis. You must bring your own power strip and extension cord.

_____ I am an Aide, Ally, Advocate, or Ambassador level sponsor and wish to donate my exhibitor space to a non-profit of CCHT’s choosing.

**Conference Registration**

Ally, Advocate, and Ambassador level sponsors come with a pre-determined number of complimentary conference registrations. Those attending should register online and provide the names of attendees to the WSU Conference Office.

_____ I am an Ally, Advocate, or Ambassador level sponsor and wish to donate my conference registrations to survivors, students, or non-profit professionals as determined by CCHT.

**Meal Tickets**

_____ Additional Meal Ticket - $30.00 per person Must be purchased by January 10, 2019. All exhibit/sponsor registrations come with a pre-determined number of breakfast and lunch tickets. See brochure for details.

_____ I require vegetarian meals.

Please list any medical/religious dietary restrictions, or other special accommodations needed:
_____________________________________________________________________________________________________________________________

Information to be included in the program must be received no later than January 10, 2020.

**Cancellation of Space**
Failure to exhibit does not constitute notice of cancellation. Cancellation of exhibit space or sponsorship must be in writing. Telephone cancellations will not be accepted. A 15% administrative fee will be assessed on all cancellations (this includes unpaid purchase orders.) There will be no refunds after January 17, 2020.

**Payment Information**
Total Due: $ _________ (Federal Tax ID: 48-1124839)

- ____ Check/Purchase Order
- ____ MasterCard
- ____ Visa
- ____ American Express
- ____ Discover

CC #___________________________________________________ Expiration Date: _____________ Security Code: _________

Name on Card: ____________________________________________ Signature: ________________________________