

2013 EEOC EXCEL TRAINING CONFERENCE

August 27-29, 2013• Denver, Colorado

EXHIBITOR INFORMATION

EEOC's EXCEL Training Conference is already the premier training event for federal agency department heads, managers, supervisors, EEO specialists and investigators, Alternative Dispute Resolution coordinators and mediators, attorneys and human resources professionals. This year's conference will be better than ever because we are adding exciting new workshops for private sector EEO and HR professionals and attorneys.

So, take your marketing efforts to Rocky Mountain heights and exhibit at our 16th Annual EEOC EXCEL Training Conference. Exhibiting at EXCEL is a marketing opportunity to let a diverse, national audience know about your organization's products and services. Our EXCEL conference typically draws people from federal and state agencies, companies, law firms and organizations from all 50 states. EXCEL is the conference you can't afford to miss!

Exhibit tables will be located near break areas and meeting rooms to maximize networking opportunities.

Exhibit Packages:

Deluxe Exhibitor Package

\$1,400

- ❖ Two 6 foot draped tables
- ❖ Your company can display its banner at its exhibit tables*
- ❖ Your company name listed on Exhibitor Map in Conference Booklet
- ❖ One Conference Participant Packet, including access to conference materials downloadable from the EXCEL website
- ❖ One Meal Pass for all breakfasts and lunches

Exhibitor Package

\$1,250

- ❖ One 6 foot draped table
- ❖ Your company can display its banner at its exhibit table*
- ❖ Your company name listed on Exhibitor Map in Conference Booklet
- ❖ One Conference Participant Packet, including access to conference materials downloadable from the EXCEL website
- ❖ One Meal Pass for all breakfasts and lunches

All Exhibitor Packages also include two chairs and one trash can. Any additional services must be arranged through the hotel.

Additional Meal Passes: Additional Meal Passes for all breakfasts and lunches are available for \$435 per person.

Exhibit Registration Deadlines and Exhibit Table Assignments:

Complete and **fax an Exhibitor Registration Form** with credit card payment to EEOC Training Institute, fax number **(703) 787.8090**. You may also **mail your registration** application with payment to **EEOC Training Institute, 6501 Red Hook Plaza, Suite 201, St. Thomas, Virgin Islands 00802**. Checks must be payable to the: **EEOC Training Institute**.

Exhibitor registration will be open until August 20, 2013, space permitting. Exhibitors must contact the hotel directly for additional hotel services, including electricity. The links for downloadable forms for hotels services are below. Exhibit space will be assigned on a first-come, first-served basis.

Exhibitor Registration, Exhibit Table Set Up and Table Breakdown Hours:

You asked for some flexibility in set up and breakdown hours, so we responded! We adjusted the mandatory exhibit hours to help you in making your travel arrangements and to minimize your travel costs.* *

Exhibitors must register at the special exhibitor registration desk to receive exhibitor badge and conference materials. Exhibits may be set up either on Monday, August 26 between 2:00 p.m. and 6:00 p.m., or on Tuesday, August 27, between 8:30 a.m. and 10 a.m. or between 10:30 a.m. and noon on Tuesday. Exhibitors cannot set up exhibits during breakfast, the morning break or lunch because attendees will be in the area.

If you wish, you can break down your exhibits on Wednesday, August 28, at 5:00 p.m. Of course, you are welcome to staying and exhibit until 5:00 p.m. on Thursday. Exhibits cannot be broken down during the refreshment breaks or the lunch break on Thursday. All exhibits must be broken down by 6:00 p.m. on Thursday, August 29.

Exhibit Hours:

Tuesday, August 27-Thursday, August 29, from 8:00 a.m. to 5:00 p.m.

**Hotel Information—Room Reservations
Additional Services for Exhibit Areas**

Lodging is not covered by the exhibitor registration fee. Exhibitors and attendees are responsible for making their own hotel reservations at the Sheraton Denver Downtown Hotel, 1550 Court Place, Denver, Colorado. Please click on the hyperlink to access the EXCEL Conference Room block at the Sheraton Denver Downtown Hotel:

<https://www.starwoodmeeting.com/Book/excel2013vendor>

The discount room rate of \$149 per night will be available until July 24, 2013

Shipping Information and Hotel Services:

Exhibitors are responsible for making any arrangements directly with the hotel for any additional services, including electrical or other technology needs for your exhibit. Exhibitors are responsible for all additional hotel costs, including shipping costs. Please see the downloadable hotel forms below for more information on exhibitor services, and shipping and handling costs, and required shipping forms.

Exhibitor Registration form
Denver Sheraton Hotel Electric and AV Order Form
Penfield's Office Hotel Shipping Pricing and information

16th Annual EEOC EXCEL Training Conference Exhibit Committee Contact Information:

If you have any Questions, please contact:

Mary M. Tiernan, Program Analyst
215-440-2671
mary.tiernan@eeoc.gov

or Bryan White, Program Analyst
212-336-3670
bryan.white@eeoc.gov

*** Exhibit table displays are subject to hotel policies and local fire codes. Your display and banner cannot extend into the exhibit area of other exhibitors.**

**** There will be no reduction in price if you choose to set up or break down your exhibit table early.**