



Opportunities for Exhibitors

17th Annual Project SEARCH Conference

<https://projectsearch.us/conference/>



About Project SEARCH

Project SEARCH program sites worldwide have helped more than 43,000 people with significant disabilities achieve employment since 2010. This unique, business-led transition-to-work program immerses young adults with significant disabilities in workplaces that match their interests and capabilities. By combining classroom instruction, career exploration, and hands-on training through worksite internships, Project SEARCH gives program participants the skills they need to achieve and maintain meaningful employment.

Project SEARCH is an international model with over 700 sites throughout the United States and internationally. The Project SEARCH program is led by a small leadership and administrative staff under the umbrella of Cincinnati Children's, a nonprofit hospital and medical center.

The Project SEARCH leadership team is continually developing new tools, trainings, and resources to assist each program site in reaching the goal of employment for 100% of Project SEARCH graduates.

The Project SEARCH® Conference is:

- Our premier annual event where the Project SEARCH leadership team introduces new initiatives.
- A celebration of the previous year's employment outcomes.
- Where expectations are set for the coming year.
- A place for all partners to network and share ideas.
- An opportunity to learn about the latest products and services in the disability employment field.

The conference will be held at the:
Albuquerque Convention Center
Albuquerque, New Mexico

Who Attends?

- Project SEARCH Instructors and Skills Trainers from the United States, the UK, Canada and other countries
- School District Personnel and managers
- State Vocational Rehabilitation counselors and supervisors
- Developmental Disability personnel
- Business Liaisons from Host Businesses



Meeting and Hotel Information

The 2024 International Annual Conference is an in-person event with no option for virtual participation.

Project SEARCH encourages you to stay at one of our host hotels. Please be aware that third-party vendors **ARE NOT USED** to arrange for hotel rooms. Project SEARCH will provide all exhibitors and sponsors with lodging information. You can make your room reservations directly with the hotel by phone or online.

EXHIBITING

Connect with attendees by exhibiting! (Exhibitor slots are sold on a first-come, first-served basis—limited availability.)

EXHIBIT LOCATION

The exhibit space for this conference will be in the Albuquerque Convention Center where all the Project SEARCH general and break-out sessions will be held. The exhibits will be in an area in which all attendees will congregate for substantial periods throughout each day of the conference. The area will not be locked overnight.

FEE

\$1,500 Corporate Exhibitor

\$1,000 Non-Profit/Government Exhibitor

Fee includes:

- An advertisement in our conference app.
- The opportunity to do a 1-hour presentation on your product or service during a breakout session on Wednesday or Thursday.
- One (1) complimentary conference registration and one (1) additional reduced-rate registration for \$300.
- One (1) skirted 6-ft table, two (2) chairs, electricity, and house internet.

EXHIBIT HOURS

TUESDAY, July 16

12:00 pm – 5:00 pm

WEDNESDAY, July 17

7:30 am – 4:30 pm

THURSDAY, July 18

7:30 am – 2:00 pm

INSTRUCTIONS

SET-UP: It is the responsibility of the exhibitor to see that all materials are delivered to the exhibit area. All displays may be installed from 11:00 am -5:00 pm on Monday, July 15, 2024, and must be fully installed by Tuesday, July 16 at 12:00 pm.

DISMANTLING: All displays are to be dismantled by 3:30 pm on Thursday, July 18, 2024. It is the responsibility of the exhibitor to see that all materials are removed from the area by the deadline of 3:30 pm Thursday, July 18.

SHIPPING: All materials should be shipped to the hotel at your own expense. Detailed shipment information will be sent via e-mail.

DEADLINE

The signed agreement with full payment must be received by **May 17, 2024**. We have limited number of available tables. Sending this contract by the deadline does not guarantee you a table.

ELECTRICITY/AUDIO VISUAL/INTERNET

Each exhibitor will receive access to electricity and a house-provided internet connection. AV equipment is the responsibility of the exhibitor. An exhibitor information sheet will be sent by the end of May 2024 with the contact information for the Albuquerque Convention Center's AV company.

MOVE IN

Monday, July 15

11:00—5:00 pm

MOVE OUT

Thursday, July 18

By 3:30 pm

**ProjectSEARCH® ANNUAL CONFERENCE
EXHIBITOR FORM**

Company Name _____

Contact _____ Title _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ Fax Number _____

Email Address _____

Product or Service Your Company Would Promote:

Brief Description of the Project or Service:

Name of all Company Representatives Who Will Attend:

Accommodations Needed (Please Describe):

____ I have enclosed a check for sponsorship \$_____ (made payable to Cincinnati Children's)

____ Please bill me for \$_____

****After your payment has been processed, you will receive additional information on conference registration and on accessing the Exhibitor Resource Center on our conference app.**

EXHIBITOR TERMS AND CONDITIONS

ACCEPTABILITY OF EXHIBITS - All exhibits shall serve the interests of Project SEARCH and its affiliates and shall be operated in a way that will not detract from other exhibits, sessions, or the entire conference. Project SEARCH reserves the right to deny the exhibit space to any potential exhibitor if Project SEARCH determines that the content or intention of the exhibitor is inconsistent with the goals and objectives of Project SEARCH. Acceptance of an exhibit does not imply an endorsement of the exhibitor.

EXHIBIT ASSIGNMENTS - Reasonable effort will be made to avoid the assignment of adjacent booths to direct competitors. Location assignments will not be made until payment is received in full.

CANCELLATION OF EXHIBITS – In the event that fire, strike, or other circumstances beyond the control of Project SEARCH cause the meeting to be cancelled, a full refund of exhibit fees will be offered.

PAYMENT AND CANCELLATION – The exhibit fee must accompany the agreement. Vendors may cancel this agreement by written notice to Project SEARCH. Cancellations made on or prior to May 17, 2024 will be subject to a \$75 cancellation fee. **No** refunds will be made on cancellations after May 17, 2024.

SECURITY AND INSURANCE - The Exhibit area will not be secured. We encourage you to take valuable items with you when you leave the table. Project SEARCH nor the venue will not be liable for damage or loss to exhibitor's property nor shall Project SEARCH be liable for any injury that may occur in the exhibition area. Exhibitors should make their own insurance and material storage arrangements.

DAMAGE TO EXHIBIT AREA - Nothing shall be posted on or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the hotel, conference, or exhibit area without permission from the proper building authority and Project SEARCH. If such damage appears, the exhibitor shall be liable to the owner of the property damaged.

INSTALLATION AND DISMANTLING - All exhibits must be in place and set up by the time of the official opening to the show. Space not occupied or set up by that time may be reassigned for other purposes.

DEFAULT OCCUPANCY - Any vendor failing to occupy space that has been contracted is not relieved of the obligation of paying for such space at the full rental price, and Project SEARCH shall have the right to use such space as it sees fit.

RESTRICTIONS ON USE OF SPACE - No exhibitor shall sublet, assign, or share any part of the space allocated to it without the written consent of Project SEARCH.

CODE OF CONDUCT

Exhibitors are expected to conduct themselves in a professional manner and treat all others with respect. Exhibitors shall not engage in disruptive behavior of any type. Project SEARCH reserves the right to remove exhibits that are not following the code of conduct.

RESPONSIBILITY OF PROJECT SEARCH AND THE EXHIBIT FACILITY: Insurance and liability are the full, sole responsibility of the exhibitor. The exhibitor agrees to protect, save, defend, and keep Project SEARCH and the Wisconsin Center harmless from any damages or charges imposed for violation of any law or ordinance occasioned by the negligence of the exhibitor, as well as to comply strictly with the applicable terms and conditions contained in this agreement between Project SEARCH and the exhibit facility regarding said premises; further, the exhibitor shall at all times protect, indemnify, save and defend, and keep harmless Project SEARCH and the Hotel against and from any and all loss, cost, damage, liability, or expense by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees, and business invitee that arises or by reason of said exhibitor's occupancy and use of the exhibit premises or a part thereof. Project SEARCH does not assume responsibility for any advertised or exhibited services or materials.