



2023 Exhibitor Opportunities

The Early Childhood Inclusion (ECI) Summer Institute provides a unique opportunity for your organization to be a Sponsor, Advertiser, or Exhibitor/Vendor and gain access to over 150 early childhood and early intervention/early childhood special education teachers, related service providers, family members, advocates, K-2 teachers, and administrators. We look forward to working closely with you to achieve your organization's goals.

The Exhibit Hall is strategically located close to the Registration area and many of the Workshop sessions. Exhibit Hall space is offered on a first come, first served basis and we expect it to sell out quickly, so register early to assure your spot at the 2023 ECI Summer Institute.

Exhibitors are welcome for both Wednesday and Thursday (Aug. 9 & 10). Our Exhibit Hall is conveniently located next to the conference registration. We also have several activities that will take place in the Exhibit Hall (participant art activities, scavenger hunts, and more).

Each exhibit space includes:

- 10'x10' space, one 6' table with cover & skirt, chairs, wireless Internet, & overnight security.
- 2 complimentary lunch tickets for Wednesday and Thursday
- Listing in the 2023 ECISI Final Program and on the ECI Summer Institute website

For Profit Organization:

- \$100 (for 2-day space)

Non-Profit Organization:

- \$25 (for 2-day space)



**2023 SPONSOR & EXHIBITOR REGISTRATION FORM
Early Registration Due by July 14, 2023**

Registration Information: (please print clearly)

Company/Agency:	Contact Person:
Name of Person(s) attending conference:	Complete Address:
Phone:	
Email of Contact Person:	Fax:

Exhibitor Registration Fees:

(Single space includes 10'x10' space, one 8' table with cover & skirt, 2 chairs, wireless Internet, & overnight security)

For Profit Organization _____ By July 14 Space(s)x \$100.00 \$ _____

For Profit Organization _____ After July 14 Space(s)x \$125.00 \$ _____

Non-Profit Organization _____ Space(s) x\$25.00 \$ _____

Additional Tables _____ Table(s) x \$5.00 \$ _____

Easels (no charge) _____ yes _____ no _____ quantity \$ _____

Total Enclosed: \$ _____

Exhibitors will receive:

- **Listing in ECI Summer Institute final program if registration & fee is received by July 14, 2023**
- Listing on the ECI Summer Institute website as a conference exhibitor
- Complimentary lunch for up to 2 people per day (Weds. & Thursday)

Payment Information:

- **Payment may be made online or by mailing a check.**
- **Online payments can be made through:** https://swipesimple.com/links/lnk_5e8e4422
- **Make checks payable to: ECI Summer Institute**
- Mail registration form, signed policies page and payment to: Dr. Cindy Ryan, WOU
345 N. Monmouth Av., Monmouth, OR 97361
- No refunds will be made for cancellation after July 14, 2023



2023 ECI Summer Institute Exhibitor Policies

- **Early Childhood Inclusion (ECI) Summer Institute:** The words "ECI Summer Institute," as used herein shall mean the Summer Institute Director and the Planning Committee. In the enforcement and interpretation of the following rules and regulations, the decision of the Summer Institute Director/Planning Committee is final.
- **Eligible Exhibits:** The ECI Summer Institute reserves the right to determine the eligibility of any organization, company or product for inclusion in the Summer Institute and reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or any exhibitor, or representatives, with or without giving cause.
- **Liability:** Exhibitors must insure their own exhibits. The exhibitor agrees to make no claim for any reason whatsoever against the ECI Summer Institute or Western Oregon University; nor other contractors for loss, theft, damage, or destruction of goods; nor for any injury to self or employees; nor for any damage of any nature or character, including any damage to business by reason of the failure to hold the ECI Summer Institute as scheduled.
- **Installation/Showing/Dismantling:** Hours and dates for installation, showing, and dismantling are specified. Exhibitors will not be permitted to dismantle their exhibits until after the Exhibit Hall is officially closed. The exhibitor shall pay for all storage and handling charges for failure to remove exhibit materials from the Exhibit Hall at the conclusion of the Summer Institute.
- **Damages to Property:** Exhibitors are liable for any damage caused to building floors, walls, or to tables & materials (table skirts, easels, etc.), or to other exhibitors' property. Exhibitors may not apply paint, lacquer, adhesives or any other coating to building columns or floors, or to table equipment.
- **Fire, Safety, and Health:** The exhibitor agrees to accept full responsibility for compliance with local city, and state Fire, Safety, and Health Ordinances regarding the installation and operation of equipment.
- **Unoccupied Space:** The ECI Summer Institute reserves the right, should any rented exhibitor's space remain unoccupied on the opening day, or should any space be forfeited due to failure to make payment in full by the specified date, to rent paid space to any other exhibitor or use paid space for such purposes as it may see fit without any liability on its part, but this clause shall not be construed as affecting the obligation of the exhibitor to pay the full amount specified in the Exhibitor rental invoice should the ECI Summer Institute not resell the space.
- **Exhibitor Responsibility:** Exhibitors agree to indemnify the ECI Summer Institute & Western Oregon University against and hold it harmless for any claims arising out of the acts of negligence of exhibitors, their agents, or employees. Each exhibitor must keep at least one attendant at the table at all times Exhibit Hall is open.
- **Relocation of Exhibits:** The ECI Summer Institute reserves the right to alter locations of exhibitors.

Exhibitor Policy Agreement: I have read and agree to the 2023 ECI Summer Institute Exhibitor Policy*

*Exhibitor Signature**

Date