



Professional Network on Aging

**Back for 2019!
Join us at
Agricenter
International!**

**2019 Senior Expo
Tues., May 7, 2019
9:00 am to 2:00 pm
Agricenter International
(entrance at Wing B)**

Attn: Caregiver Community and Mid-South Leaders,

- The Professional Network on Aging (PNA) **2019 Senior Expo is set for Tuesday, May 7, from 9:00 am–2:00 pm at Agricenter International, 7777 Walnut Grove Road, Memphis, TN 38120.** The PNA Senior Expo is the metro-Memphis premier senior event attracting over 2,500 area seniors and caregivers.
- The **PNA Senior Expo** provides a prime marketing opportunity to those who provide services, programs, and goods to a rapidly growing senior market. You'll want to participate by becoming a Sponsor or Vendor for this event and showcasing your company!
- **Attached is the full menu of Sponsorship and benefits.** Sponsorship opportunities are available on a first-come, first-serve basis. Please return the enclosed **Sponsor/Vendor Agreement** with your payment to the PNA office. Please note: booth space cannot be held without accompanying payment, and non-profit companies must submit a 501(c)3 form to PNA.

DEADLINES

- Sponsor deadline for all applications and payments is **Thursday, April 11, 2019.**
- Vendor deadline for company name to be printed in Program Handout is **Wednesday, April 24.**
- FINAL Vendor deadline for ALL applications and payments is **Wednesday, May 1, 2019.**

If you have questions, please call the PNA office at 901-730-0528 or email info@pnamidsouth.org.

Thank you and we look forward to having you as a part of this great event!

Regards,

Andrew Veteto, Chairman
2019 Senior Expo Committee

2019 Senior Expo Sponsor–Vendor Agreement – May 7, 2019

Join us at Agricenter International, Wing B entrance.



This agreement is made by and between the Professional Network on Aging, Senior Expo Committee, and

Name of Organization _____

Exact Org. Name to be Listed in Program _____

Address _____

City _____ State _____ Zip _____

Office Phone _____

Sponsor Level _____

Contact Name _____ Email _____

Direct Phone _____ Cell _____

Important Terms

Payment is due based on this agreement. You may fax this form to tentatively reserve your entry prior to mailing the payment; however, payment is necessary to participate in the event. No refunds will be given on cancellations made within 30 days of the event. If the event is cancelled for any reason within the control of the Professional Network on Aging, you will be eligible for a complete refund. In consideration for being accepted to participate Sponsor-Vendor agrees to abide by the rules of the event and the rules otherwise imposed by the Professional Network on Aging at any time. Sponsor-Vendor shall assume the responsibility for having a representative in attendance for the event. All representatives shall exhibit proper conduct during the event. Any conduct which is deemed inappropriate by the Professional Network on Aging or other parties involved with the event may result in the sponsor-vendor's removal from the event. Sponsor-Vendor agrees that it shall release, indemnify, and agree to hold harmless the Professional Network on Aging and other parties involved with the event from and against liabilities and claims for damage, loss, or injury to person or property suffered during the event (Including set-up days and non-business hours). Sponsor-Vendor understands that liability and casualty insurance against such damage, injury, and loss is their responsibility. The Sponsor-Vendor shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such claims.

Are you a returning PNA Senior Expo Sponsor or Vendor? _____

Each Vendor Booth comes with 2 Breakfast Tickets and 2 Lunch Tickets.

Booth (Sponsor or Vendor) \$ _____

Extra Breakfast Ticket(s) \$ _____

Extra Lunch Ticket(s) \$ _____

Preferred Placement (+\$50) \$ _____

Total \$ _____

CC # _____ Type of CC _____

Exp. Date _____ CVV _____

Name on Card _____

Billing Address _____

Check # _____

If you are a non-profit, please email your 501(c)3 form.

Signature of organization Representative _____

Make Check Payable to: Professional Network on Aging. Please see attached letter for important deadlines.

OFFICE USE ONLY: Invoice # _____ Check # _____ Credit Card Log # _____

Date Paid: _____ Amount Paid \$ _____ In SS _____

Mail to:

Professional Network on Aging, 6539 Knight Arnold Road, Ext. #46, Memphis, TN 38115

Email to: info@pnamidsouth.org or Fax to: 901-730-0528 | Office 901-730-0528



2019 Senior Expo Sponsor-Vendor Levels

DEADLINE FOR ALL SPONSORS TO BE IN PRINT MEDIA IS 4/11/19

Levels	Fees	Level Includes
PRESENTING SPONSOR	\$3,500.00	Sponsor name and logo on all print and media advertising, on volunteer T-shirts, (2) 10x10 tables in your choice of locations. Sponsor interviewed on day of show hourly, from the main stage. 8 lunch tickets & 8 continental breakfast tickets.
ENTERTAINMENT STAGE SPONSOR	\$2,500.00	Sponsor name and logo on all print advertising, on volunteer T-shirts, 10x10 table in choice location in stage area. Sponsor announced from stage throughout the event. 6 lunch tickets & 6 continental breakfast tickets.
VIP SPONSORS	\$1,000.00	Sponsor name and logo on all print advertising, on volunteer T-shirts, 10x10 booth in sponsor row Wing B, day-of-show interview. 4 lunch tickets & 4 continental breakfast tickets.

DEADLINE FOR ALL SPONSORS & VENDORS TO BE IN PROGRAM HANDOUT IS WEDS. 4/24/19

For Profit — Vendor (Non-PNA Member)	\$425.00	8x8 booth (hanging ID, 6' table, pipe and draping, 2 chairs, wastebasket), 2 Lunch Tickets & 2 Continental Breakfast Tickets
For Profit — Vendor (PNA MEMBER)	\$375.00	8x8 booth (hanging ID, 6' table, pipe and draping, 2 chairs, wastebasket), 2 Lunch Tickets & 2 Continental Breakfast Tickets
Non-Profit — Vendor (Non-PNA Member)	\$275.00 (show 501c3 form)	8x8 booth (hanging ID, 6' table, pipe and draping, 2 chairs, wastebasket), 2 Lunch Tickets & 2 Continental Breakfast Tickets
Non-Profit — Vendor (PNA MEMBER)	\$225.00 (show 501c3 form)	8x8 booth (hanging ID, 6' table, pipe and draping, 2 chairs, wastebasket), 2 Lunch Tickets & Continental Breakfast Tickets
Preferred Placement (<i>subject to availability</i>)	\$50.00 additional	8x8 booth in <u>preferred placement</u> (hanging ID, 6' table, pipe and draping, 2 chairs, wastebasket). Preferred placement is at the end of any row in West Pav. 2 Lunch Tickets & 2 Continental Breakfast Tks.
ELECTRICAL OUTLET(S)	SEPARATE FEE	FILL OUT AGRICENTER UTILITY REQUEST FORM, return with Applic.
Extra Continental Breakfast	\$8.00	Per additional breakfast ticket requested
Extra Lunch	\$13.00	Per additional lunch ticket requested
Late Fee	\$50.00 addl.	Late fee will be assessed for applications and payments received <u>after May 1</u> . Booth availability (and printed program inclusion) is not guaranteed after this date.

**Please note: If requesting two (2) vendor booths please double fee listed above.
Includes two 6' tables, 4 chairs and 2 wastebaskets, and meal tickets for 4 exhibitors.**



UTILITY REQUEST FORM

****The electrical fees are due directly to Agricenter International and are NOT included in your booth price****

NAME OF EVENT: Senior Expo EVENT DATE: May 7, 2019

BOOTH NUMBER / LOCATION: _____

FIRM NAME: _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____

PHONE: _____ FAX: _____ EMAIL: _____

PAYMENT: CHECK _____ VISA _____ MASTERCARD _____ DISCOVER _____ AMEX _____

CARD #: _____ V-Code: ___ EXP. DATE: _____ NAME ON CARD: _____

AUTHORIZED BY : _____
(Printed Name) (Signature)

ELECTRICAL SERVICE

QUANTITY	DESCRIPTION	ADVANCE RATE (4 days prior to show)	FLOOR RATE	AMOUNT
	8amp, 110v (1300w MAX)	\$ 75.00	\$ 90.00	
	20 amp, 110v, Dedicated (1700w MAX)	\$ 100.00	\$ 120.00	
	30 amp, 110v, Dedicated (2600w MAX)	\$ 130.00	\$ 150.00	
	20 amp, 208v, 3/4 Wire, Dedicated	\$ 165.00	\$ 180.00	
	30 amp, 208v, 3/4 Wire, Dedicated	\$ 215.00	\$ 240.00	

Higher Amperage Must be ordered 4 Days in advance. **Floor Orders will NOT be taken.**

40 amp, 208v, 3/4 Wire, Dedicated	\$ 275.00
50 amp, 208v, 3/4 Wire, Dedicated	\$ 325.00
30 amp, 208v, Three Phase	\$ 270.00
40 amp, 208v, Three Phase	\$ 350.00

(Anything over 40 amp, Three Phase is an additional \$4.00 per amp)

TOTAL ELECTRICAL CHARGES: _____

**** EQUIPMENT DESCRIPTION & AMPERAGE IS REQUIRED FOR ALL EQUIPMENT NEEDING DEDICATED LINES:**

Description: _____ Amperage: _____ Circle One: 3 Wire Plug 4 Wire Plug

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Description: _____ Amperage: _____ Circle One: 3 Wire Plug 4 Wire Plug

TELEPHONE AND INTERNET SERVICE

Phone service or internet MUST be ordered 4 business days in advance.

Limited availability. Phone lines require dialing 9 to get a line out

Agricenter does not guarantee through-put rates on phone or data lines.

	<u>Unit Cost</u>	<u>Quantity</u>	<u>Cost</u>
Standard Phone Line (per booth)	\$250.00	_____	_____
Each Add. Phone Line (same booth)	\$125.00	_____	_____
Ethernet (Hard Wire)	\$200.00	_____	_____
Wireless Access (Wi-Fi)	\$125.00	_____	_____

TOTAL UTILITY COST: _____

CONDITIONS & SAFETY REGULATIONS:

1. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise
2. All equipment, regardless of source of power, must comply with all federal, state and local building and safety codes.
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, horsepower, etc.

The parties agree that the implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. Agricenter International does not assume any liability for damages or damage of any sort whatsoever to user's goods or equipment arising from any cause whatsoever.

Make Remittance Payable to: Agricenter International

Mail to: Agricenter International, 7777 Walnut Grove Road, Memphis, TN 38120 Phone: 901-757-7777 Fax: 901-757-7783

Please direct electrical questions to the office Administrator, extension 0

Please direct phone/data Questions to the I.T. Manager, extension 7106