



Professional Network on Aging

Back for 2018!
Join us at
***Agricenter
International!***

2018 Senior Expo
Tues., May 1, 2018
9 am to 2 pm
Agricenter International
(entrance at Wing B)

Attn: Caregiver Community and Mid-South Leaders,

- The Professional Network on Aging (PNA) **2018 Senior Expo** is set for **May 1**, from **9 am–2 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 the 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.
- Sponsor deadline for all applications and payments is Friday, **March 30, 2018**.
- Deadline to be included in Program Handout is **Wednesday, April 18**.
- Vendor deadline for all applications and payments is **Wednesday, April 18, 2018**.

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
2018 Senior Expo Committee

2018 Senior Expo Sponsor–Vendor Agreement – May 1, 2018

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 _____

Phone _____ Cell _____

Sponsor Level _____

Contact _____ Email _____

2nd Contact _____ Email _____

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 | \$ _____ |
| Extra Breakfast Ticket(s) | \$ _____ |
| Extra Lunch Ticket(s) | \$ _____ |
| Preferred Placement | \$ _____ |
| Total | \$ _____ |

CC # _____ Type of CC _____

Exp. Date _____ CVV _____

Name on Card _____

Billing Address _____

Check # _____

Signature of organization Representative _____

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

OFFICE USE ONLY: Invoice # _____ Amount Paid \$ _____

Date Rec'd: _____ Ck # _____ Credit Card Log # _____

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



2018 PNA Senior Expo Sponsor-Vendor Levels

Professional Network on Aging

DEADLINE FOR ALL SPONSORS TO BE IN PRINT MEDIA IS 3/30/18

| Level | Contribution | Recognition |
|-----------------------------|--------------|---|
| Presenting Sponsor | \$3,500.00 | Sponsor name and logo on all print and media advertising, T-shirt, (2) 10x10 tables in your choice of locations. Sponsor interviewed on day of show hourly, from the main stage. 4 lunch tickets & 4 continental breakfast tickets. |
| Entertainment Stage Sponsor | \$2,500.00 | Sponsor name and logo on all print advertising, T-shirt, 10x10 booth in choice location in stage area. Sponsor announced from stage throughout the event. 3 lunch tickets & 3 continental breakfast tickets. |
| Sponsors | \$1,000.00 | Sponsor name and logo on all print advertising, T-shirt, 10x10 booth in sponsor row Wing B, day of show interview. 2 lunch tickets & 2 continental breakfast tickets. |

DEADLINE FOR ALL SPONSORS & VENDORS TO BE IN PROGRAM HANDOUT IS WEDS. 4/18/18

| | | |
|--|---------------------|--|
| 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 | 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 | 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 Tkts. |
| Electrical Outlet (call Agricenter) | Call Marilyn | Contact Agricenter directly for electrical needs, 901-757-7777 |
| 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 April 25</u> . Booth availability (and printed program inclusion) is not guaranteed after this date. |

Please note: When requesting two (2) vendor booths please double fee listed above.

Includes two 6' tables, 4 chairs and 2 wastebaskets.

Professional Network on Aging

6539 Knight Arnold Road, Ext. #46, Memphis, TN 38115 | 901 730-0528 | info@pnamidsouth.org



UTILITY REQUEST FORM

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

NAME OF EVENT: PNA Senior Expo EVENT DATE: May 1, 2018

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

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

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