



SRA INTERNATIONAL

2018 ANNUAL MEETING

OCTOBER 27-31

Exhibitor/Sponsor Registration Form

COMPANY NAME (AS IT SHOULD APPEAR ON ALL MARKETING MATERIALS & PROGRAM)	
CONTACT PERSON	TITLE
COMPANY ADDRESS	SUITE/FLOOR
CITY	STATE
ZIP/POSTAL CODE	COUNTRY
PHONE	
E-MAIL ADDRESS	

Booth Selection: Option 1: _____ Option 2: _____ Option 3: _____

ADVERTISING		EDUCATIONAL	
Attendee Bag Inserts	\$1,000 ea.	Senior Executive Institute	\$2,500
Mobile App Banner Ads	\$500 ea.	Speaker Ready Room	\$3,500
Job Posting - Annual Meeting	\$300 ea.	Symposium Poster Area	\$3,000
Pocket Program Ad - Front or Back Cover	\$1,000 ea.	Workshop Sponsorship	\$7,000 ea.
Pre-meeting Email Blasts	\$1,500 ea.		
EXHIBITOR BOOTH PACKAGE		MARKETING & PROMOTION	
		Conference Bags	SOLD
8x10 Exhibit Booth - Before Jan 1	\$3,000	Internet Lounge	\$5,500
8x10 Exhibit Booth - After Jan 1	\$3,150	Mobile App	\$4,500
Job Fair - Table tops	\$1,500	Lanyards	SOLD
		Pocket Program Guide	\$4,000
		SOCIAL EVENTS	
		Keynote Breakfast	\$5,000
		Opening Reception	SOLD
		Refreshment Break	\$2,300 ea.

PAYMENT INFORMATION

TOTAL: _____

Check (payable to SRA International) VISA MasterCard AMEX Discover PayPal

Card Number _____ Security Code (3/4 digits) _____ Expiration _____

Print Cardholders Name _____ Total Due _____

E-mail for invoice (if different than above) _____

Signature _____ Date _____

Email your completed registration form with credit card information to registration@srainternational.org, fax it to (703)741-0142 or mail your completed registration form with check to: SRA International, 1560 Wilson Blvd, Suite 310, Arlington, VA 22209. Checks must include exhibitors name and completed registration form. Please do not email, mail AND fax your registration.

Cancellation Policy: Exhibit space is sold on a first-come, first-served basis. Cancellation received in writing on or before **August 17, 2018** will be refunded less a \$250 cancellation fee. **No refunds will be made after August 17, 2018.**

Hold Harmless Clause: If exhibiting you will be required to sign SRA International's exhibitor agreement. SRA International will not be responsible or liable for any loss, damage, or claims arising out of exhibitor's actions, negligence, or willful misconduct on the hotel premises, nor will SRA International be responsible for loss damage or claims arising from the hotel's own activities, negligence or willful misconduct of the hotel, its employees, agents or contractors.

Questions? Contact Jenny Atkison at jatkison@srainternational.org or 703-741-0140 ext. 212



Booth Personnel Registration Form

2018 Annual Meeting

October 27-31, 2018

Full Meeting Registrant:

NAME	TITLE
ORGANIZATION	
CITY	STATE
COUNTRY	
PHONE	
E-MAIL ADDRESS	

Exhibit Booth Only Registrant:

NAME	TITLE
ORGANIZATION	
CITY	STATE
COUNTRY	
PHONE	
E-MAIL ADDRESS	

Exhibit Booth Only Registrant:

NAME	TITLE
ORGANIZATION	
CITY	STATE
COUNTRY	
PHONE	
E-MAIL ADDRESS	

Questions? Contact Jenny Atkison at jatkison@srainternational.org or 703-741-0140 ext. 212

General Information for Exhibitors & Sponsors

Exhibits Location

Walt Disney World Swan and Dolphin Resort
1500 Epcot Resorts Blvd.
Lake Buena Vista, FL, 32830

Exhibit Hall Dates and Hours

Setup

Sunday, October 28 1:00 pm - 5:00 pm

Exhibit Hours

Monday, October 29 9:00 am - 4:00 pm

Tuesday, October 30 9:00 am - 4:00 pm

Wednesday, October 31 9:00 am - 11:15 am

Teardown

Wednesday, October 31 11:15 am - 2:00 pm

Exhibitor Booth Package Includes:

- ❖ 8' x 10 Booth Space
- ❖ 6' table with pipe and drape, two chairs, waste basket, header sign with company name.
- ❖ One (1) complimentary meeting registration and two (2) exhibit-only registrations.
- ❖ Pre- and post-meeting mailing list
- ❖ Company logo, description and URL listed on Annual Meeting website and mobile event guide.

All shipping and receiving, electricity, telephone or internet charges are the responsibility of the exhibitor.

Important Dates:

November 1 st , 2017	Registration opens for sponsors and exhibitors
January 12 th , 2018	Hotel on-line booking opens
January 12 th , 2018	Early bird registration deadline for exhibitors
February 23 rd , 2018	Registration opens for members
May 25 th , 2018	Booth Allocation
August 17 th , 2018	No refund for cancellation of registration after this date
September 13 th , 2018	Early Bird registration deadline for delegates
September 21 st , 2018	Registration deadline for exhibitors
October 5 th , 2018	Launch of the SRAI 2018 mobile app
October 7 th , 2018	Hotel special rate cut-off

Transportation, Shipments, and Setup

Exhibitors are expected to arrange shipping their display items and conference materials to the conference venue through courier or shipping company of their choice, and are responsible for all the costs of transportation, shipments, customs brokerage (if needed), materials handling and setup at the exhibit area. **All shipments must be properly labelled and addressed, and must be prepaid.**