

EXHIBITOR POLICY AND PROCEDURES – KANSAS WORKERS COMPENSATION SEMINAR

Is there a deadline for purchasing booth space?

No, although we recommend you purchase booth space quickly in order to secure the space location(s) you prefer and before booths sell out. Remember, **there is a printing deadline** if you want your company's name listed in the program.

Are exhibitors guaranteed to receive the booth space they choose?

We try very hard to meet expectations, however, booth space is assigned based on availability at the time payment is received. Exhibitors must agree to accept the best alternate space assigned and be willing to relocate should it become necessary. Necessity could include circumstances beyond our control and/or conditions deemed "best" according to the judgment of the exhibit coordinator. **NOTE: The Kansas Workers Compensation Seminar is not responsible for exhibitors' shipping needs. This is between the venue and the exhibitor. Information will be sent at a later date.**

What do exhibitors receive in addition to booth rental?

- One (1) 10'x 10' Exhibit booth with back wall and side rail drapes
- Meal tickets for two booth workers for Tuesday and Wednesday
- One (1) Booth identification sign
- One (1) 6' Draped table
- Two (2) Chairs
- One (1) Trash container
- Three (3) Name badges
- Continental Breakfasts
- Snacks and beverages
- One (1) Seminar Exhibit Packet
- One (1) *Seminar Program*
- Wi-Fi throughout
- Electrical outlet (5 Amp)
- Overnight security (Sept. 26 and Sept. 27)

NOTE: Please check-in at Exhibit Station upon arrival at set-up to receive Seminar Exhibit Packet.

May exhibitors purchase additional items?

Additional meal tickets, additional 4' tables and 6' tables may be purchased in the *Exhibitor Agreement*.

When do exhibitors set up, exhibit and tear down?

Set up:	Monday	1:00 – 6:00 p.m.....	Set up
		6:00 p.m.....	Overnight security begins
Exhibit:	Tuesday.....	7:00 a.m.....	Overnight security ends
		7:00 a.m. – 6:15 p.m.....	See attendance guide on page 2
		6:15 p.m.	Overnight security begins
	Wednesday.....	7:00 a.m.....	Overnight security ends
		7:00 a.m. – 1:00 p.m.....	See attendance guide on page 2
Tear down:	Wednesday.....	1:00 p.m.....	Exhibits must be operational until 1:00 p.m.
		1:45 p.m.....	Teardown MUST be completed by 1:45 p.m.

Attendance guide:

The following is an indication of when attendees are most likely to visit your booth:

Tuesday	7:00 - 8:00 a.m.....	Registration.....	Moderate
	9:40 - 10:10 a.m.....	Break.....	Heavy
	11:40 a.m. – 12:55 p.m.....	Lunch.....	Moderate
	1:55 – 2:25 p.m.....	Break.....	Heavy
	3:25 – 3:45 p.m.....	Break.....	Light
	4:50 – 6:15 p.m.....	Exhibitor Reception.....	Heavy
Wednesday	7:00 – 8:00 a.m.....	Registration.....	Moderate
	9:35 – 10:05 a.m.....	Break.....	Heavy
	11:35 a.m. – 1:00 p.m.....	Lunch.....	Moderate

How will I know if booth space has been reserved for my company?

After the *Exhibitor Agreement* and payment are received, an exhibitor confirmation notice will be emailed to the address listed on your contract. This will be approximately four weeks before the seminar.

When is payment due and what happens if I must cancel my booth space?

Full payment (payable to the Kansas Workers Compensation Seminar) must be made at the time of purchase. **An *Exhibitor Agreement with payment in the form of an Automatic Check Handling (ACH), Credit Card or Interfund Voucher and the Contractual Provisions page* must be submitted to:**

Mail: Kansas Department of Labor
Division of Workers Compensation
ATTN: Seminar Exhibitor Agreement
401 SW Topeka Blvd., Suite 2
Topeka, KS 66603-3105
Phone: (785)296-4000, Ext. 7360
Fax: (785)296-0025

Email: kdol.wcseminar@ks.gov
Scan Exhibitor Agreement and Contractual Provisions page and return via email.

Request for refund must be made in writing and received by 4 p.m. August 7, 2023. No refund will be issued after that date. Refund requests must include a Social Security number if purchased by an individual, or a Federal Employer Identification Number if purchased by a business. A \$50.00 processing fee will be withheld.

NOTE: If an exhibitor fails to occupy the space, KDOL is under no obligation to refund the monies paid by the exhibitor and maintains the right to use the unoccupied space as it deems fit.

Who can exhibitors talk with if they have special needs and/or additional questions?

Roxie Ortiz, Exhibit Coordinator
Email: Roxie.Ortiz@ks.gov
Phone: (785) 581-7360

General seminar questions can be directed to kdol.wcseminar@ks.gov or by calling Tara Noll at (785) 581-7353.