



EXHIBITOR APPLICATION

Custom Workroom Conference and Marketplace, October 2-4, 2023, is produced by Workroom Tech, owned by Susan Woodcock and Rodger Walker. It is the only annual educational conference and trade show exclusively for the custom drapery and upholstery workroom professional.
www.CustomWorkroomConference.com

The CWC Exhibitor Marketplace will be open one day only, **Tuesday, October 3, 2023, 9:00 am – 5:00 pm** at the Sharonville Convention Center, 11355 Chester Road, Sharonville, OH 45246, in the Northern Lights Ballroom. Sharonville is located 15 miles north of downtown Cincinnati, OH.

Breakfast, lunch, beverage, and snack concessions will be available for purchase, 8:00 am – 5:00 pm.

Sponsorship opportunities are available. See page 3.

Contacts:

Laurie Medford, Sales Manager, sales@CustomWorkroomConference.com, 810-955-8994

Susan Woodcock and Rodger Walker, Owner/Producer, owner@CustomWorkroomConference.com

Mailing address: 101 Aurora Lane, Tryon, NC 28782 Phone: 828-859-2854

Pricing:

10' x 10' Booth = \$1,025.00 10' x 20' = \$2,050.00 10' x 30' = \$3,075.00

Includes Wi-Fi connection and furnishings (1 six-foot skirted table, 2 chairs and wastebasket) for each 10' x 10' booth space. The hall is carpeted.

Additional:

Dedicated 120V 20-amp outlet = \$110.00 each

Additional skirted display tables = \$60.00 each

Other furnishings or specialty services priced individually

Sponsorships, see page 3.

Payment:

Complete the exhibitor registration form on page 4. Remittance of the full amount is due upon our receipt of the contract. Booths will not be assigned until payment has been received. Payment can be made by check payable to Custom Workroom Conference, or we can send an invoice to pay by credit card. Booth assignments are made on a first-come, first-served basis. Sign up early for best booth location.



Terms and Conditions:

All exhibits and exhibitors are subject to the following terms and conditions.

- 1) **Payment:** Full payment of the booth rental fees must accompany the contract to secure your booth.
- 2) **Booth assignment:** Booth assignments are made on a first-come, first-served basis. Exhibitor shall not assign or sublet a portion of the booth space without prior permission from show management.
- 3) **Set-up and tear-down:** Set-up is from 3:00 pm to 8:00 pm on Monday, October 2, 2023, and 7:00 am – 8:30 am on Tuesday morning before the exhibit hall opens at 9:00 am. Teardown after the hall closes from 5:00 pm to 7:30 pm on Wednesday, October 3, 2023. **Exhibitors agree not to dismantle booth exhibits prior to close of show at 5:00 pm.**
- 4) **Labor:** Exhibitors are responsible for providing or arranging all necessary labor for erecting, dismantling and packing displays. **Hand trucks and carts are not provided.** Please bring your own.
- 5) **Exhibits:** Exhibits must be confined within the perimeter of your booth.
 - a) Personnel will not work in the aisles, and aisles must not be blocked.
 - b) Displays must not extend beyond the 10' depth of the assigned booth. Displays along the sidewalls must not exceed 5' in height and be attractive from all sides. Backdrops more than 8' tall must be pre-approved. Inappropriate or unattractive backs of visible displays may require covering, removal or relocation.
 - c) Use of helium balloons, spray adhesives, spray paint and hazardous or odor-bearing products are prohibited.
 - d) Use of sound equipment is prohibited.
- 6) **Cancellation:** An administrative fee of \$150 per 10' x 10' booth is non-refundable. The balance of the booth fee is refundable provided the cancellation notice is received in writing no later than August 1, 2023. The balance of the booth fee is non-refundable when cancellation (regardless of reason) is received after August 1, 2023.
- 7) **Sales:** Selling is permitted and encouraged in exhibitor booths. Floor selling or soliciting outside your booth is prohibited. Each exhibitor is responsible for meeting the requirements of all applicable laws regarding collection of sales tax.
- 8) **Shipping info:** Shipping and drayage are handled by Academy Expo Convention Services, Cincinnati, OH. Shipping forms will be provided prior to the event.
- 9) **On-site changes: On-site orders for services and furnishings (such as extra tables) are charged at a higher rate and availability is not guaranteed.**



SPONSORSHIP OPPORTUNITIES

Increase visibility and awareness of your products and services by becoming a Custom Workroom Conference sponsor. Attendees trust and value the companies that exhibit at CWC, and sponsors stand out! **Sponsorships must be purchased before March 15, 2023, to be included in the event brochure.** Contact Laurie Medford to check availability and become a sponsor at, sales@customworkroomconference.com or 810-955-8994.

CWC Gold event sponsor **SOLD**

Exclusive - one CWC Gold sponsorship available = \$6,000.00

Designated as lunch sponsor, Monday, October 2, 2023

Buffet lunch, welcome address and lunch program included for conference attendees.

Company name included on event schedule

Custom lanyards

Full page ad in online event brochure with links (art must be submitted by sponsor by April 1, 2023)

Dedicated website page and included on sponsor page at CustomWorkroomConference.com

20-minute education spot at the CWC Demo-Station during the Exhibitor Marketplace

Sponsor photo game with custom "selfie frame" for your booth*

CWC Silver event sponsor

Exclusive - one CWC Silver sponsorship = \$3,000.00

Designated as the "welcome" sponsor on Sunday, October 1, 2023, from 4:00 - 6:00 pm and Monday, October 2, 2023, from 7:30 - 8:30 am

Customized welcome packet for each attendee with your company branding and inserts

Company name included on event schedule

Website logo and link on the sponsor page at CustomWorkroomConference.com

Full page ad in online event brochure with links (art must be submitted by sponsor by April 1, 2023)

20-minute education spot at the CWC Demo-Station during the Exhibitor Marketplace

Sponsor photo game with custom "selfie frame" for your booth*

CWC Bronze event sponsor

Limited to three sponsorships = 650.00 each

Designated as a beverage break sponsor. Beverage breaks are held on Monday morning and afternoon, and Wednesday morning during class breaks.

1/2-page ad in online event brochure (art submitted by sponsor by April 1, 2023)

Website logo and link on the sponsor page at CustomWorkroomConference.com

20-minute education spot at the CWC Demo-Station during the Exhibitor Marketplace

Sponsor photo game with custom "selfie frame" in your booth*

**Exhibitor booth is an additional purchase and not included with sponsorship*

Education Sponsor - for participating exhibitors only

Limited number of spots available = \$250.00

Your company is invited to present a 20-minute education program in the "Demo-Station", an interactive education area located in the Exhibitor Marketplace. Includes stage, table, microphone, and tv monitor. **Presentation topic must be pre-approved by CWC management** and include an educational component such as a product demonstration. *Education sponsorship is included for gold, silver, and bronze sponsors.*



Exhibitor Information:

Company Name: _____

Contact: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Website: _____

Description of products or services exhibited:

Company representative who will act as the onsite contact:

Name _____ Cell # _____

Description	Price	Quantity	Total Price
10 x 10 booth	\$1,025.00		
120v 20-amp outlet	\$110.00		
Additional 6' table*	\$60.00		
Sponsorship			
		Total Due:	

Number of exhibitor badges: _____

*Each 10' x 10' booth already includes one 6' table.

Payment:

Select payment method: Check Credit Card

You will receive an invoice for credit card payments. List the name and email address to be used for the invoice:

Make checks payable to Custom Workroom Conference and mail to:

Custom Workroom Conference, 101 Aurora Lane, Tryon, NC 28782

Signature: _____ Date: _____

By signing above, I acknowledge that I have read, understand, and agree to abide by the Terms and Conditions listed on page 2.