

# Career Strategy & Success Summit

## July 22nd-24th, 2018

**Exhibitor Booth Application Form  
Exhibitor Booth Reservation Deadline  
June 22, 2018**

Omni Hotel at Southpark  
4140 Governors Row  
Austin, Texas 78744  
Reservation Information  
Call: 512.448.2222

### Exhibit Hall Times:

**Monday July 23, 2018**

8 a.m. – 10 a.m. Booth Set up  
11 a.m. – 4 p.m. Exhibition Open

**Tues July 24, 2018**

9 a.m. – 4 p.m. Exhibition Open  
4 p.m. – 5 p.m. Exhibition take down

### Exhibitor Booth Packet:

As an exhibitor, you will have the opportunity to:

- Promote your company's name and sell your products and services;
- Gain new clients and expand your business opportunities; and
- Enhance future business relationships.

In order to offer maximum exposure to vendors during the 2 1/2 -day Exhibit, attendees will be required to visit each exhibit booth in order to be eligible for the Grand Prize Drawing at the conclusion of the conference. You are welcomed to have your own drawings throughout the two- day Exhibit as well.

### Promotion and Publicity

In order to be recognized in the conference program, exhibitors must be paid-in-full no later than June 22, 2018. A conference program will be distributed to exhibiting vendors and each attendee at the time of registration

### Provided in the booth fee:

- 1 full conference registration
- 6 foot-skirted table, and two chairs

(If you need electrical, phone and internet connections, please contact the hotel directly. The exhibitor will be responsible for any additional fees)

### Cancellation Policy

Once an exhibitor booth has been reserved and paid for, there will be no refund.

### Registration and Name badges

Exhibitor form and payment must be received no later than June 22, 2018. All checks must be made payable to the Military Transition Network. No exhibits will be allowed on the floor unless paid in full. Exhibitors will be provided with an exhibitor packet at set up time. *Your company shall have only ONE official name, and that name shall appear on each representative's badge.* This name shall be the one appearing on your application and Exhibit Booth Contract unless you designate otherwise in advance.

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### **Regulations for Exhibitors**

Military Transition Network or its' representative determines eligibility of any company or product for exhibit. Military Transition Network or its' representative may forbid installation or request removal or discontinuance of an exhibit or promotion (wholly or in part) that, in its opinion, is not in keeping with the character of Military Transition Network or its' representative. Food and alcoholic beverages are not allowed. Security of Military Transition Network or its' designee assumes no responsibility for goods delivered to the exhibit area before official exhibit day or for any material left in the exhibit area after the closing hour.

### **Use of Space**

All activities must be confined to the limits of the exhibit booths. No exhibitor will assign, sublet or share the whole or any part of the space allotted *without prior approval of Military Transition Network*. Exhibits should be constructed so that no item is higher than 8 feet from the floor. Exhibits will not project beyond the space allotted. They will not obstruct the view of, or interfere with traffic to exhibits of others. No part of an exhibit and no signs should be pasted, nailed or otherwise affixed to walls, doors, etc. in a way that might cause defacement. If you have any items that you want affixed to the wall, you **MUST** contact the Hotel engineering department for permission and assistance. Damage from failure to observe this notice is payable by exhibitor. Use of a booth will not interfere with other exhibitors. Flammable fluids, substances or materials, the use of which is in violation of city, county, or state laws or regulations may not be used in any booth. Advertising, canvassing, solicitation of business, conferences in the interest of business, etc. are not permitted except by individuals/businesses that have purchased space to exhibit and then only in the space assigned. The exhibitor assumes full responsibility for complying with local, city and state laws regarding sales tax; and regulations concerning fire, safety, electrical wiring and health. Exhibitors or their representatives who fail to observe these conditions of contract or who, in the opinion of Military Transition Network or its representatives' on-site, conduct themselves unethically may be dismissed from the Exhibit Hall without refund or appeal for redress. In case the premises of the Hotel shall be destroyed or damaged, or if the Career Strategy and Success Summit Exhibition fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by any reason of any strike, lock-out, injunction, act of war, act of God, emergency declared by any government agency or for any other reason, the Military Transition Network may terminate this contract. In the event of such termination the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of Military Transition Network shall be to return to each exhibitor his or her space payments.

### **Booth Assignments**

Space will be allocated on a first-come, first served basis, as of the date Military Transition Network receives a completed application and full payment. No assignments will be made until payment in full is received. Military Transition Network reserves the right to rearrange the floor plan if necessary to improve the overall exhibit hall.



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### Additional Booth Requirements

Each exhibitor is responsible for all charges incurred through the ordering of additional services, such as electrical, phone and internet connections. The Hotel has limited space for parcels. In the event you will be shipping packages directly to the Hotel, Company must notify the Hotel one week in advance. Shipments will not be accepted more than 72 business hours prior to the scheduled event. All packages sent to Hotel must include the name of group, date of program, and number of items. Hotel assumes no Liability for the delivery, security or condition of the packages.

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No. Office: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

Please check this box if you would like to be invoiced.  
No refunds will be issued for any booth exhibits once committed and invoiced.

Invoice upon request or Mail form, & payment to:  
ATTN: CS3, Military Transition Network  
110 East Houston St, 7th Floor  
San Antonio, TX 78205.

If you have any questions, call Military Transition Network at 361-524-8644 or send email to [S3info@mtnsa.net](mailto:S3info@mtnsa.net).

Payments made via Check must be made out to Military Transition Network.  
Invoices will be sent for all credit card payments. There will be No refunds.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_