

Federation of Genealogical Societies

2017 Conference

P.O. Box 200940 · Austin, TX 78720-0940

Phone: 1-888-347-1500 · Website: www.fgs.org

Email: conferences@fgs.org

A Conference for the Nation's Genealogists



FGS 2017 National Conference Exhibitor Agreement

I have read and agree with the provisions outlined by the Federation of Genealogical Societies in this agreement regarding exhibit space at the FGS 2017 conference to be held at the David L. Lawrence Convention Center, 1000 Ft. Duquesne Blvd, Pittsburgh, PA, August 30 through September 2, 2017. I have signed the following FGS 2017 National Conference Exhibitor Agreement. I agree to abide by the conditions outlined in the agreement.

Booth Rental Fee: \$249 (\$199 for non-profit organizations)

Available space will be assigned based on the order in which reservations and payments are received by FGS.

Cancellation Policy: All exhibitor cancellations for the 2017 FGS Conference must be received in writing or sent by email to exhibits@fgs.org no later than June 30, 2017. Exhibitors requesting a refund by June 30, 2017 will be refunded their booth fee less a \$50.00 administrative charge. Cancellations received or postmarked after June 30, 2017 and no-shows will not receive a refund.

Each booth will include:

10' X 10' booth space	8' high back drape	3' high side drapes	
(1) 8' draped table	(2) chairs	(1) waste basket	(1) exhibitor ID sign

One complimentary conference registration is provided to each exhibitor regardless of the number of booths purchased. Should an exhibitor register for booths under two or more company names the booths will be treated as separate exhibit booths and be divided by side drapes.

Exhibitor shall be responsible for identifying and complying with all applicable federal, state, and local laws, rules, and regulations, including those concerned with safety, registration and licensing, and taxation.

Booth furnishing, including chairs for in-booth presentations, must stay within the assigned booth space and may not encroach on aisle ways.

Exhibitors may not dismantle booths prior to the close of the exhibit hall at 3:00 PM on Saturday, September 2. Early departures from the exhibit hall are prohibited, except in the case of an emergency. Early departure due to an emergency may be approved by the Exhibits Chair, National Conference Chair, or FGS President.

Late arrivals must have prior approval from the Exhibits Chair.

Exhibit Hall Schedule:

Wednesday, 30 August: (set-up only) 8:00 am to 5:00 pm

Thursday, 31 August: 9:30 am to 5:00 pm

Friday, 1 September: 9:00 am to 5:00 pm

Saturday, 2 September: 9:00 am to 3:00 pm

Saturday, 2 September: (tear down): 3:00 pm to 8:00 pm

Exhibit Hall Presentations: Exhibitors may offer presentations in the Exhibit Hall Learning Center space upon request, on a first come first served basis. The link to request presentation time will be sent after booth fees are received.

Building Bridges to the Past



FEDERATION OF GENEALOGICAL SOCIETIES

2017 Conference • August 30 – September 2

WITH LOCAL HOST WESTERN PENNSYLVANIA GENEALOGICAL SOCIETY

FGS 2017 Conference Exhibitor Registration

SUBMITTING YOUR APPLICATION: If you are paying by check, please mail the completed form with your check payable to FGS to FGS Conference Exhibits, P.O. Box 200940, Austin, TX, 78720-0940. Credit card orders may be mailed or faxed immediately, or processed on-line at www.fgsconference.org.

Please print all requested information (except for the two signature lines).

TOTAL BOOTHS REQUESTED: _____ Choices: 1st _____ 2nd _____ 3rd _____

EXHIBITOR INFORMATION: (Items marked with an * will be published in the On-site Guide and/or on the FGS website.)

*Exhibitor Name: _____

Mailing Address: _____

*City, State, Zip: _____ Phone: _____

*Email: _____ *Website URL: _____

*Description: _____

Next to another exhibitor? _____

Contact Person's Name: _____

Contact Email: _____ Contact Phone: _____

We will use a POV for move in and move out at the convention center. ____ Yes ____ No

PAYMENT:

of Booths x \$249 = \$ _____ or # of Non-Profit Booths x \$199 = \$ _____

_____ Check payable to FGS _____ Credit Card (circle one) Visa MC Discover AmEx

Card Number: _____ Exp. Date: _____

Card Holder Name: _____ CSV: _____

Billing Zip: _____ Billing Phone: _____

Cardholder Signature: _____

_____ I have read and agree to the terms of the Exhibitor Agreement.

Signature: _____ Date: _____

Print Name: _____ Title: _____