

Exhibitor Invitation
For The
Federation of Genealogical Societies

2010 FGS/ETHS/KHS Conference
Rediscovering America's First Frontier

18-21 August 2010



The Knoxville Convention Center

Knoxville, Tennessee

Rediscovering America's First Frontier



The Federation of Genealogical Societies
invites you to be an exhibitor at the

2010 FGS/ETHS/KHS Conference

18-21 August 2010 at the Knoxville Convention Center in
Knoxville, Tennessee

Knoxville, Tennessee

Join us in Knoxville! A charming and historical town, Knoxville is located on the Tennessee River in the center of the mountain and valley region of East Tennessee. Our exhibit hall in the Knoxville Convention Center will be nearly 50,000 square feet.

Hilton Knoxville

Our conference hotel has a covered open-air sky bridge connection to the Knoxville Convention Center.

Holiday Inn Select

The Holiday Inn Select is conveniently located just across the street from the Knoxville Convention Center.

Booth & Exhibit Hall Details

The Knoxville Convention Center exhibit hall is a modern and well-lighted hall allowing easy access to all of the booths. The Convention Center is smoke-free. The Exhibit area will be secured and monitored by professional guards. FGS has contracted with Best Expo to provide the exhibit services. Each booth will include:

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

Each exhibitor will also receive one complimentary conference registration in its organization's name. Staff and volunteers working at your booth will be provided with exhibitor badges, but only the individual assigned the one complimentary conference registration, or those who purchase a conference registration, may attend lecture sessions. If an exhibitor registers booths in multiple company names the booths will be treated as separate booth orders and physically separated by side drapery. At a later date you will be asked to provide information for name badges and exhibitor ribbons.

The rental cost of a 10x10 booth is \$215 and for our non-profit groups and societies it is \$195. Registration will begin on Monday, January 4, 2010.

Booth Reservations

Booth numbers shown on the map will be assigned on a "first-come, first-served" basis upon receipt of the signed contract with full payment. All final booth placements are subject to availability. Vendors are encouraged to reserve their booths early, especially those hoping to have multiple adjoining booths. Please include your MasterCard, Visa or Discover number or make checks payable to FGS, and mail with completed and signed contract to:

Pat Oxley, Exhibits Co-Chair
2010 FGS Conference
2012 Red Oak Circle
Round Rock TX 78681-2202
Phone: 512-733-5993
Fax: 866-347-1350
E-mail: exhibits@fgs.org

If paying by credit card please complete the additional information on the contract. Credit card orders may be mailed, faxed, or processed on-line at the FGS Web site <www.fgs.org>. Registration will open on Monday, January 4, 2010.

Exhibit Hall Schedule:

Wednesday: (set-up only) 8:00 A.M. to 5:00 P.M.

Thursday: 9:30 A.M. to 5:00 P.M.

Friday: 12 Noon. to 7:00 P.M. **

Saturday: 9:00 A.M. to 5:00 P.M.

Saturday: (tear down): 5:00 P.M. to 8:00 P.M.

Tennessee Sales Tax

All exhibitors who sell merchandise or take orders at the conference will be required to pay the Tennessee Sales Tax. Information on how to obtain a permit/license will be sent in the vendor packet.

** Friday night (our banquet this year is on Thursday night) will be EXHIBIT HALL NIGHT. We are extending the hall hours and we will have the concessions open for people to grab a bite of dinner and shop. We hope to make this a special door prize night. More details to follow in the coming months.

Extras Available

Our exhibit hall decorator will send an exhibitor's packet in May 2010 to all exhibitors. This is an opportunity to arrange for special booth items that are not included in the booth package such as: electrical and phone line needs, custom and extra furniture, and material storage. The decorator will also send information about unloading and loading, parking, and dock access for exhibitor set-up.

Lecture Breaks

Thirty minutes breaks are scheduled between lectures, so attendees will have time to visit the exhibit hall.

Concession Area

Food and beverages will be available in the exhibit area.

Cancellations

All exhibitor cancellations for the 2010 FGS Conference must be received in writing or sent by e-mail to <exhibits@fgs.org>, the Exhibits Chair, no later than 60 days before the conference (June 19, 2010). Exhibitors requesting a refund by June 19, will be refunded their booth fee payment less a \$50.00 administrative charge. Cancellations postmarked after June 19, 2010, or no-shows will not receive a refund.

Advertising Opportunities

► **Conference Sponsorship.** Sponsoring conference activities is a great way to promote your organization. Exhibitors interested in sponsoring an event should contact Pat Oxley at <exhibits@fgs.org>.

► **Tote Bag Flyer.** Exhibitors who reserve one or more paid exhibit booths can also advertise via a full-page flyer that will be placed in the attendees' tote bag. The advertising might be a discount coupon for use at the conference, a highlight of one of your products, a brochure, or a general announcement reminding people to visit your booth. The cost of this additional advertising is \$100.00. You will need to submit 1,500 flyers no larger than 8 1/2" X 11" on any color paper (up to 60# weight). The deadline for payment is 1 July 2010.

► Advertising – Black and White Camera-ready Ads Syllabus (includes printed and CD versions):

1/4 - page ad	\$100	(3-1/2x5)
1/2 - page ad	\$175	(7-1/2x5)
Full-page ad	\$300	(8-1/4x10-3/4)
Inside front cover - full page ad	for \$500	
Inside back cover - full page ad	for \$500	

Program:

Full-page ad	\$200	(8-1/2x11)
Inside front cover – full page ad	for \$250	
Inside back cover – full page ad	for \$250	

Black and white camera-ready advertisements will be accepted electronically for the syllabus and on-site program booklet. The deadline for submitting the advertisement and payment is 01 June 2010. Send to: <exhibits@fgs.org>.

► **Vendor Door Prizes.** Do you want more customers to come to your booth? Details will follow upon receipt of your signed contract about the vendor door prize plan.

► **FGS Web Site.** All vendors will be listed on the FGS Web site <www.fgs.org>. This will include your contact information and a short description (50 word limit) of the services or products your firm or organization offers. The information should be sent to Pat Oxley at <exhibits@fgs.org>. The full program and registration material will be on-line at this site..

Spotlight on Societies

Genealogical societies that are members of FGS are eligible to participate in Spotlight on Societies. This will be a "display only" section of free tables inside the Exhibit Hall. If societies wish to make sales, they must reserve a regular exhibit booth.

To send boxes via UPS or FED EX:

ETHS - FGS Brochures
601 South Gay Street
Knoxville, TN 37902

To send padded envelopes via US Mail:

ETHS – FGS Brochures
P.O. Box 1629
Knoxville, TN 37901-1619

Keep up-to-date

Check the FGS Web site <www.fgs.org> for updates and information on the conference. You will find this at **www.fgsconferenceblog.org**, the conference blog, which provides up-to-date information on conference activities, sponsorships, speakers, research facilities, and more and is being updated weekly.

You Can Help!

You can share your enthusiasm and information about the 2010 FGS Conference. Mentioning the conference in your online or print catalogs is excellent advertising. You can provide a link to the FGS Web site <www.fgs.org> and/or mail conference brochures with your book orders. Call toll free (888-FGS-1500) or e-mail your request to <office@fgs.org>.

IF YOU ARE UNABLE TO JOIN US THIS YEAR and would like to put brochures on the free literature table, please ship flyers to addresses listed under Spotlight on Societies to arrive between August 1 – 7, 2010.