



Conference Showcase Guidelines

2008 CCUMC Annual Conference Showcase
Saturday, October 4, 2008
9:00 a.m. - 2:30 p.m.

- To participate in this year's Conference Showcase, you **must** be a Sponsor of the Conference. You will need to register for the Conference and return the Showcase Response Form to the CCUMC Office no later than September 1, 2008 indicating your interest in the Showcase event. See our web site (www.ccumc.org) for conference program details.
- Corporate members are encouraged to attend the entire conference.
- Only those who have paid for a sponsorship are allowed to display at the showcase.
- The objective of the showcase is to network and share new product or technology information in a collegial atmosphere.
- We encourage our corporate members who participate in the showcase to please refrain from shipping large or trade-show type exhibits. The CCUMC Executive Office and the conference planners are not responsible for coordinating shipments. Refunds will not be given if oversized items are returned as undeliverable.

Packages for the Vendor Showcase should be sent to one of the addresses below, no earlier than 10/1/08.

KU Memorial Unions – Admin Office
Attn: Gene Wee (CCUMC)
1301 Jayhawk Blvd
Lawrence, KS 66045

OR

SpringHill Suites by Marriott
Attn: [Insert guest name here]
CCUMC Conference
1 Riverfront Plaza, Suite 300
Lawrence, KS 66044

Packages of literature for insertion in attendee registration packets should be sent to the address below, no earlier than 9/24/08.

SpringHill Suites by Marriott
Attn: Kirsten Phillips
CCUMC Conference
1 Riverfront Plaza, Suite 300
Lawrence, KS 66044

Set-up and Tear-down Times

- Participants may set up their displays on Saturday, October 4, 2008 starting at 8:00 a.m.
- Displays must be completely removed by 5:00 p.m. to allow the Kansas Memorial Union staff to reset the space.

Showcase Display Space

- CCUMC will provide one 3x8 skirted table. All products, materials, and literature displayed at the Showcase must fit on the table.
- If a floor display or easel is necessary, it must be located immediately behind the table. CCUMC reserves the right to ask any participant to relocate or change his or her display.
- The Kansas Memorial Union does not have the facilities for storing large or heavy trade show freight items. Oversized items requiring special freight handling will be denied delivery.

Electrical and Network Connections

- CCUMC will provide one (1) 110 volt, 15 amp outlet per display. Participants may bring multi-outlet strips but will be charged for any additional power requirements. No lighting (other than ambient room lights) will be provided by CCUMC.
- Wireless network access will be available in the Showcase area. Information regarding login procedures will be provided to all registered participants.

Contact the CCUMC Executive Office if you have any questions.

CCUMC Executive Office; 601 E. Kirkwood Ave., Franklin Hall 0009, Indiana University; Bloomington, IN 47405-1223
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