



Dear Potential Exhibitor:

Thank you for your interest in being an exhibitor at our upcoming **"A Day For Moms Conference"**! This year's conference will be on September 28, 2019 at the First United Methodist Church (FUMC) located at 410 E University Avenue in Georgetown, Texas.

The stress involved with motherhood can be overwhelming, and statistics show that the struggles of mothering can sometimes lead to depression, anxiety and loneliness. Mommie Support Network is a nonprofit organization that strives to encourage and strengthen mothers in our community.

Mommie Support Network serves mothers of young children to offer help and support through one day conferences, community forums, and gifts of encouragement. The purpose of our Day for Moms Conference is to teach Moms about self care and promote spiritual, mental, and physical health. This year's conference will include high quality speakers, food and relationship building activities.

Our goal for the conference is 100 moms in attendance, and we will promote visiting all the exhibits throughout the conference program! There will be 7 exhibit areas located next to registration in the main foyer, which will be reserved at a cost of \$50 per table. There will also be 7 spots in the hallway directly outside the breakout session rooms, and due to a little less space in this area these tables may be reserved at \$30 per spot. We will provide one 6 foot table, and tablecloths and chairs will need to be supplied by the exhibitor. A limited number of free booths will be reserved for nonprofit community service organizations.

The exhibitor packet includes this letter, the Exhibitor Application, and a Memorandum of Understanding. To apply, please fill out an [online application](#), or print the attached application and email to [exhibit@mommiesupportnetwork.org](mailto:exhibit@mommiesupportnetwork.org) no later than July 31<sup>st</sup>, 2019. The Exhibitor Committee will review all applications and contact the applicants no later than August 9th. Payment will be due no later than August 23<sup>rd</sup>, or the spot will be offered to another exhibitor at that time.

If you have any questions, please email me at [exhibits@mommiesupportnetwork.org](mailto:exhibits@mommiesupportnetwork.org), or call me 512-966-7595.

Best,

*Sheri Salley*

Exhibit Committee Chair,  
Mommie Support Network



## MEMORANDUM OF UNDERSTANDING between

**Mommie Support Network and \_\_\_\_\_ (Exhibitor)**

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the Mommie Support Network and \_\_\_\_\_ for A Day for Moms Conference, September 28, 2019.

**Background** The focus of the A Day for Moms Conference (a program of Mommie Support Network) is to provide educational support and encouragement to mothers with children still in the home. The parties to this MOU share similar visions and goals in supporting the health, wellness and overall success of families in Georgetown and the Greater Williamson County area.

Chisholm Trail Communities Foundation is the fiduciary sponsor for Mommie Support Network.

### **Mommie Support Network will:**

1. Promote and market the conference via various print and digital resources with the goal of acquiring 100 attendees
2. Provide one 6 ft table to each paid exhibitor on site the day of the conference

**(Vendor Name) \_\_\_\_\_ understands:**

1. **Installation and Removal of Exhibits:** Exhibitor setup is between 8:00 – 9:00 am on the day of the conference. All exhibits must be ready for viewing by 9:30 am. Exhibitors may tear down after the conference ends at 3:30 pm.
2. **Sale of Merchandise:** Interviews, demonstrations, or distribution of souvenirs must directly relate to merchandise displayed on the exhibitor's table. Exhibitors may sell products, provided that: the vending exhibitor holds Mommie Support Network/A Day For Moms Conference harmless from every claim of any kind that may arise from the sale of such

product, including without limitation, any consumer suit, complaint, or demand; any product liability suit or personal injury suit; or any other claim, demand, or suit, whether in a court of law or equity or in an administrative forum. Mommie Support Network **reserves the right, in its sole discretion, to prohibit or discontinue sales for any reason, at any time.**

- 3. Use of Exhibit Space:** Exhibit space is to be used solely for the display of the exhibitor's products and/or services offered. All exhibits must not be of such nature or arrangement to obstruct the light or view of other exhibits. No materials may be suspended from the ceiling or bridged across an aisle. No part of the building shall be defaced in any manner, nor shall signs or other articles be posted, nailed, or otherwise affixed to any pillars, walls, doors, or other parts of the building. The exhibitor is liable for any and all damages, which s/he may cause to the building, for any injury to any person using or participating in their exhibit, or for any other damage or injury otherwise connected with his / her exhibit.
- 4. Noise and Sound:** Musical instruments, radios, sound motion picture or video equipment, CD or tape players, noise creating devices, or amplifying systems shall be operated only at a level that will not interfere with other exhibitors or add unduly to general acoustical inconvenience. Should there be any question on conforming to display rules or interfering with other exhibitors, the Exhibit Management will make final judgment.
- 5. Use and Care of Exhibit Space:** Exhibitors must not place any refuse or any materials that will endanger public safety or cause inconvenience to other exhibitors on the floor during exhibit hours.
- 6. Insurance and Liability:** Exhibitors wishing to insure their property must do so at their own expense. It is recommended that all exhibitors have representatives in attendance at all times when the exhibits are open, and especially when exhibits are being set up and dismantled, to protect them against loss. Neither Mommie Support Network or FUMC will be responsible for the loss of property of exhibitors from theft, damage by fire, water, accident, or other causes. They will do all in their power to protect the property against such loss.

It is expressly understood and agreed, and the exhibitor agrees by accepting these rules, that s/he will make no claim of any kind against Mommie Support Network/A Day For Moms Conference or any of its representatives for any loss, damage to or destruction of goods, or for any injury that may occur to him / herself or to her / his employees or any person using or participating in her / his exhibit while at the venue, or for any damage of any nature or character whatsoever; and the exhibitor agrees to indemnify and hold Mommie Support Network/A Day For Moms conference harmless from such claims.

- 7. Cancellation Policy:** In case of cancellation of the Conference and Exhibition due to an act of God, fire, strike, or any other circumstances beyond the control of Mommie Support Network the exhibitor will be refunded any money paid for booth space, less the prorated share allocable to the exhibit space for the expenses incurred by Mommie Support Network in connection with the exhibition. In case of cancellation of the conference for any other reason, or change in the place or date of the conference which is unsatisfactory to the exhibitor, the exhibitor will be entitled to a full refund of moneys paid for exhibit space.

**8. Duration:** This MOU is at-will and may be modified by mutual consent of authorized officials from Mommie Support Network and the Exhibitor. This MOU shall become effective upon signature by the authorized officials from the Mommie Support Network and the Exhibitor and will remain in effect until modified or terminated by either one by mutual consent. In the absence of mutual agreement by the authorized officials from Mommie Support Network and the Exhibitor, this MOU shall end on September 29, 2019.

**Contact Information /Signatures**

**Signed by** \_\_\_\_\_

**Mommie Support Network**

Sheri Salley, Exhibitor Committee Chair,  
512-966-7595 [exhibit@mommiesupportnetwork.org](mailto:exhibit@mommiesupportnetwork.org)

**Signed by** \_\_\_\_\_

**Exhibitor Name** \_\_\_\_\_

**Contact** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone #** \_\_\_\_\_

**Email** \_\_\_\_\_



## 2019 A Day For Moms Conference Exhibitor Application

Please complete this entire form and email to [exhibit@mommiesupportnetwork.org](mailto:exhibit@mommiesupportnetwork.org)

**\*\*\* Application Deadline: July 31, 2019 \*\*\***

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Website: \_\_\_\_\_ Price range of products: \_\_\_\_\_

Please give a brief description of your product/service and list the items you plan to sell:

I have read and agree to the Memorandum of Understanding

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

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

## Exhibitor Application Process and Information:

**Application Deadline:** July 31, 2019.

**Selection Process:** The exhibitor committee will review all applications and notify those exhibitors selected no later than August 9, 2019. Payment must be received by August 23<sup>rd</sup> or the spot will be given to another exhibitor. Mommie Support Network reserves the right to accept or reject entrants based on how well their product/service aligns with A Day For Moms conference overall mission. If there are multiple applications for the same product/service, we will select the applications in the order they were received.

**Fees:** There are two different fees based on the location of the tables. The foyer/entrance area is \$50 per 6 ft table. The hallway in front of the breakout rooms is \$30 per 6 ft table. There will be a limited number of non profit spots available at no cost.

**Space Assignments:** All spaces will be assigned prior to the day of the conference. Committee reserves the right to modify space assignments as may be required.

All spaces will be accessible for set up between 8:00 – 9:00 am on Saturday, September 28<sup>th</sup>, 2019.  
Exhibitors must be in place no later than 9:15 am.

Exhibitors are responsible for their own tablecloths/chairs. Please do not leave behind any garbage or refuse at your table.

**Waiting List:** Eligible applicants who did not receive a space assignment will be asked to join a waiting list. Available spaces will only be filled from this list.

*We are excited that you are interested in partnering with us for a fun day of taking care of our local Moms ! Please remember our mission for the conference is to teach Moms about self care and promote spiritual, mental, and physical health. We will be looking for partners that help us accomplish this!*

**Questions? Contact Sheri Salley, Exhibitor Committee Chair  
512-966-7595  
[exhibit@mommiesupportnetwork.org](mailto:exhibit@mommiesupportnetwork.org)**