BAY PATH COLLEGE WOMEN'S LEADERSHIP CONFERENCE
FRIDAY, MARCH 22, 2013
EXHIBIT INFORMATION

CONFERENCE SPONSORSHIP AND OBJECTIVES
Produced by Bay Path College to expand its mission to provide quality educational programs for women, the WLC is the largest gathering of professional women in Western New England. For the past 18 years, this one-day conference has drawn over 1,700 professionals and students to hear and experience inspirational national and international speakers address current issues and provide motivating success stories. Attendees participate in breakout-sessions to expand their skill sets and gain applicable tactics to use at home and the work place. Bay Path College aims to supplement the Conference by providing sponsors and exhibitors with the opportunity to showcase products and services that are of interest to Conference attendees.

CONFERENCE LOCATION
The 18th annual WLC will be at the MassMutual Center, 1277 Main Street, Springfield, MA. For directions to the center, please visit their web site at www.massmutualcenter.com.

PAYMENT FOR SPONSORSHIP/EXHIBIT SPACE
To confirm your company's participation in the conference, the Exhibitor Registration Form should be submitted immediately. **Full payment must be received to confirm Space**.

ARRANGEMENTS OF EXHIBITS
All exhibit arrangements may not obstruct or impinge on the space of another exhibitor. Exhibitor space includes one (1) six-foot table, skirting and two chairs. Important Note: No balloons are permitted in the MassMutual Center at any time.

It is the responsibility of the exhibitor personnel to remove all boxes and transport items from walking space and view. The MassMutual Center will collect empty, collapsed boxes at approximately 7:00 p.m. the evening before the conference. The removal of boxes after this time is the sole responsibility of the exhibitor.

All exhibitor space assignments are final the day of the conference; anyone setting up in another exhibitor's space will be asked to dismantle their installation and to move it to the space originally assigned.

INSTALLATION AND DISMANTLE
The installation of exhibitor space may occur between 3:00 and 7:00 p.m. on Thursday, March 21, 2013, and/or starting at 6:30 a.m. on Friday, March 22.

The Conference will open at 7:30 a.m. on Friday, March 22, 2013, and concludes at 4:30 p.m. the same day. Tables must be set up, and Exhibit Personnel must be at their tables, by 7:30 a.m. the morning of the Conference.

Exhibitors are asked not dismantle their tables until *after* the conclusion of the Conference.

Loading and unloading of large items must be through the loading dock, located on the south side of the building. It has 4 covered bays and 3 rollup elephant doors. Dock levelers accommodate vehicles of all sizes. Garage doors to the loading area are located off the Main Street and State Street sides. To access the loading area, pull up to the doors and honk your vehicle's horn.

Falcon Way is also available for unloading, standing time 15 min. Max.

No long-term parking is allowed in the loading dock area for any reason. All vehicles left unattended will be towed at the owner's expense.

EXHIBIT PERSONNEL
Springfield Parking Authority garages, which include the Civic Center, Columbus Circle, and I-91 North and South garages are the best locations to park as street parking is hard to find. There is a fee for parking in the Garages.

Up to two Exhibit Personnel receive box lunches and name badges and are permitted to listen to Conference sessions at the discretion of the Exhibitor. *It is suggested that at least one Exhibitor representative remain at the table during the hours of the Conference.*

SOUND DEVICES AND NOISE LEVEL
Any demonstrations or presentations involving noise must be conducted at a low volume so as not to disturb adjacent Exhibitors and Conference attendees. The acoustics in the exhibition space are strong. Therefore, during keynote and breakout sessions, please keep noise levels to a minimum so as not to disturb the speakers and conference attendees.

SMOKING
The MassMutual Center is a non-smoking facility. Smoking is not permitted within the Center.

DIRECT SELLING
In the event that an Exhibitor engages in on-location transactions, the Exhibitor is responsible for complying with all federal, state and local laws regarding sales taxes and laws that may pertain to such sales.

SHIPMENTS TO THE SITE
All shipments must go directly to the MassMutual Center, Attn WLC 2013, 1277.Main St. Springfield MA **01103. THESE CAN ONLY ARRIVE BETWEEN MARCH 18-20TH TO BE ABLE TO SET UP ON THE 21ST. Please email wlc@baypath.edu with tracking numbers and box counts.**

BOOTH CANCELLATION/REFUND POLICY
Cancellation in writing by February 22, 2013 will receive a 50% refund. No refunds will be given after February 22.