



Therapeutic Touch International Association
PO. Box 130
Delmar, NY 12084
www.therapeutictouch.org

Fifth International Congress on Therapeutic Touch® Evolving with Therapeutic Touch: The Future Consciousness of Healing Worldwide

To be held at
Kingbridge Conference Centre and Institute
12750 Jane Street
King City (Toronto) Ontario L7B 1A3, Canada
October 18 – 20, 2019



Exhibitor (Vendor) Prospectus

TTIA supports the exhibitors through:

- Exposure to over 130 plus attendees.
- Offering refreshment breaks within the exhibit area.
- Providing marketing and sponsorship opportunities for each exhibitor.
- Exhibitors will be provided with the Conference Program, which will show daily program breaks.

Target Audience

- 70-75 registered nurses.
- Other attendees include counselors, physicians, massage therapists, physical therapists, occupational therapists, chaplains, teachers, hospice and palliative care workers PLUS others interested in healing.
- Attendees work within a variety of health care and educational institutions, private practice as well as in communities.
- Most are Qualified Therapeutic Touch Practitioners - many are Qualified Therapeutic Touch Teachers.

About the 2019 Fifth International Congress on Therapeutic Touch

In addition to strong representation from the United States and Canada, this event attracts professionals from Therapeutic Touch organizations in Australia, Europe, Asia, Africa, and South America. Keynote speakers and a rich variety of peer workshop presenters will bring participants to the Toronto area - selected because a many TTIA members reside in the Midwest US and Central Canada.

Our Congress theme, “Evolving with Therapeutic Touch: The Future Consciousness of Healing Worldwide”, acknowledges and explores the evolution of Therapeutic Touch as a healing modality. Our goal as healers is to become more conscious of the healing process and to join with Therapeutic Touch sisters and brothers from around the globe to share and learn together. Beyond deepening our shared connection with Therapeutic Touch and each other, this experience motivates members to enhance their diverse practices.

Exhibitor (Vendor) Terms and Conditions

- Exhibit specifications:**
 - Each exhibit space will include one 5-foot table with linen and two chairs.
 - Each Exhibitor will receive a listing in the Congress Program.
- Displays/Signs:** All displays are to be professional and attractive. TTIA retains sole discretion in the placement, appearance and arrangement of all exhibits. Exhibitors may only display articles listed on the Exhibitors Application Form. Any exhibit that incorporates the use of audio or video components must set volume levels low enough so as not to interfere with other exhibits and follow the hotel rules for amplified sound. All banners and signs must be in the specification of the space configuration. Any costs incurred in protecting the building, equipment or furniture from damage will be at the expense of the Exhibitor. Exhibitors are solely liable for any damage they may cause to the building, floors, walls, columns or property of the hotel or other exhibitors. This is a scent free conference, so no diffusers will be permitted.
- Exhibit Eligibility:** Exhibitor must list all products and services that will be displayed or sold on the Exhibitor Application Form. TTIA reserves the right to determine acceptability of exhibitor applications based upon criteria that includes, but is not limited to the overall benefits of products or services to conference attendees; products or services in alignment with TTIA mission, purpose, philosophy and Congress objectives; overall variety of products or services exhibited; space constraints within the exhibit area. TTIA reserves the right to demand that unlisted products or services are removed from the exhibit as is deemed necessary to preserve the overall interests of the conference and of other exhibitors. Any shared exhibit space must be submitted in your application for approval. All advertising, sales or marketing materials must remain within the exhibitor space. Interference with any other exhibitor is strictly prohibited. Infraction of any of the above will be considered cause for dismissal of the exhibitor without refund.
- Exhibit Hours:** Exhibitors should be at their table ready to do business during Exhibit Hours.

Date	Set up	Exhibit hours
Friday, October 18, 2019	1:30pm – 4:00pm	4:00pm – 7:00pm
Saturday, October 19, 2019	8:00am – 9:45am	9:45am – 6:30pm
Sunday, October 20, 2019	8:00am – 9:45am	9:45am – 3:00pm

Exhibitors are required to check in at TTIA registration. TTIA reserves the right to re-assign table space if the check in is missed. If at any time during show hours the booth is left unattended, exhibitors must secure all valuables and attempt to give TTIA staff notification prior to leaving. The exhibitor room will be secured on Friday and Saturday evening and opened on Saturday and Sunday morning at 8:00 am. Neither TTIA nor Kingbridge Centre and Institute will be held responsible for any loss or damage incurred to exhibits left unattended. Breakdown is Sunday, October 20, 2019 from 3:00pm to 5:00pm

- Assignment of space:** Exhibit space locations will be assigned on a first come, first serve basis. Consideration will be given to avoid conflict by competing companies. Space assignment will be provided on arrival and check in at the conference registration desk. Exhibitor is responsible for delivery, setup and tear down of their own exhibit. If there are special considerations/circumstances, scheduled setup, exhibit and breakdown times may be subject to change.
- Name Badges:** Exhibitors are issued name badges for individuals staffing the exhibit. Two name badges will be issued with each exhibit but more may be requested if needed. All other guests of the exhibitors are required to register as attendees or as hotel guests if not attending the conference.
- Lodging and meals:** Lodging and meals are at the exhibitor's expense. Meals are available on site – arrangements should be made with Kingbridge staff. King City is a short drive away for other options. Breaks are covered in vendor's fees.
- Fire and Safety:** Diffusion of aromatherapy is not permitted as this is a scent free conference. We also ask that you refrain from wearing scented perfumes or colognes. This is a non-smoking conference. Open flames are prohibited.
- Security:** The exhibitor is solely responsible for maintaining insurance to cover the exhibitor's property and lost revenue. TTIA recommends that the Exhibitors carry All Risk Insurance. Neither TTIA nor the Kingbridge Centre carries such insurance. Kingbridge Centre and Institute has indicated that the exhibitor (vendor) room will be secured at night. It is the responsibility of the exhibitor to secure all valuables before retiring for the evening. All goods and/or equipment are the sole responsibility of the exhibitor. TTIA is not responsible for the replacement of lost or stolen goods.
- Cancellations:** All cancellations must be submitted in writing. TTIA will retain a cancellation fee of \$25 for all cancellations prior to August 30, 2019. After August 30, 2019 no refunds will be given. All cancellation fees retained by TTIA under this agreement are considered fully earned and made in consideration for expense incurred by TTIA for lost or deferred opportunity to provide exhibit space to others. In the event that the conference facility becomes unusable due to strikes, fire, terrorism, acts of god, or any other cause not within the control of TTIA, the exhibitor releases TTIA from all claims, damages, etc., which may be consequences of such acts.
- Limitation of Liability:** The Exhibitor is solely responsible for his own property and agrees to hold harmless TTIA and Kingbridge Centre and Institute from any liability for any and all claims, suits, liabilities, demands, damages or other costs of any kind which might arise out of any action or failure to act of the exhibitor or any agent or representative during or

related to exhibition at this event; including but not limited to, claims of damage or loss, theft, harm or injury to the person or property of the exhibitor, or any of its agents, employees or other agents.

12. **Photo Consent:** The exhibitor agrees to grant TTIA privileges to photograph the exhibit setup and any interaction between exhibitors and conference attendees. The exhibitor grants TTIA permission to use any photographs obtained from the conference in future promotions and advertising.
13. **General Information Contact:** For general exhibitor information and requests please contact:

Name: Sue Conlin, Operations Manager

Phone: 518-325-1185

Email: ttia@therapeutictouch.org

14. **Package receiving, shipping and storage:** Should you be shipping boxes for your exhibit, Kingbridge Centre must be notified at least one week in advance. All packages must be marked with the name and date of the TTIA Congress and the total number of packages. Due to limited storage space, Kingbridge Centre requests shipments not arrive any earlier than 3 days prior to the group's arrival. The Centre accepts no responsibility or liability for the delivery, security or condition of the packages. Kingbridge Centre may charge its prevailing rates for shipping to and from the Hotel. Shipments of materials, literature, products, etc., should be addressed as follows:

Event Manager

Kingbridge Centre and Institute

12750 Jane Street

King City, Ontario L7B 1A3, Canada



TTIA Congress 2019

PO Box 130
Delmar, NY 12054

Exhibitor (Vendor) Application and Contract

Full payment must accompany the Application and Contract.

Company _____

Address _____

City _____ St/Prov _____ Zip/Postal Code _____

Phone _____ Fax _____ E-mail _____

Website _____

Contact Person _____ Title _____

Company Representatives (Names for nametags)

1. _____ 3. _____

2. _____ 4. _____

Special Requests:

Product or Service Listing/Description:

Please describe the product(s) or service(s) to be exhibited. This description will appear in the Conference Book and will also be used in determining final space assignment. Maximum 25 words.

Please describe the size, dimensions, and complexity of your display. Be sure to list special equipment, display boards, racks, lighting, etc. that you plan to bring to the conference. Attach pages if needed

PAYMENT

Exhibit Price \$100 USD

Total Enclosed: _____

Checks payable to TTIA, PO Box 130, Delmar, NY

____ Check

Credit Card: Visa American Express or MasterCard # _____

Expiry _____ CVS Number _____

Name on Card _____ Signature _____

I, the undersigned, as authorized agent of the above named company, agree to adhere to the specified terms and conditions of this contract (as described above) and understand that I am responsible for ensuring all other company representatives in my booth do the same.

Authorized Signature _____ Date _____

Print Name _____ Print Title _____