

FEDERALLY EMPLOYED WOMEN
NTP 2009
NATIONAL TRAINING PROGRAM

Keys to Success
Unlock Your Potential

40TH NATIONAL
TRAINING PROGRAM

JULY 20-24, 2009
ORLANDO, FLORIDA



EXHIBITOR PROSPECTUS

ABOUT FEDERALLY EMPLOYED WOMEN (FEW)

FEW is a grassroots membership organization representing the interests of over 1,000,000 women in federal, civilian and military service. Members represent every federal agency in occupations ranging from accounting to zoology. Membership is open to all federal employees and retirees and others who support the goals of a discrimination-free workplace.

Working as an advocacy group to improve the status of working women, one of FEW's focus areas is to provide career development and leadership training programs through national, regional and local FEW meetings.

WHAT IS THE NATIONAL TRAINING PROGRAM (NTP)?

The NTP is FEW's premier annual training event, providing the knowledge and skills employees need to establish and build a successful career, deliver quality public service and excel in their personal lives. Each year attendees come from across the United States for the unprecedented training and networking opportunities. Courses target entry-level employees as well as senior decision- and policy-makers in the federal, civilian and military sectors.

Courses include: career development, human capital initiatives, e-Resources computer training, finance and acquisition, management and leadership, project management, communication skills, strategic planning, critical thinking, coaching and mentoring, along with personal finance and wealth management.

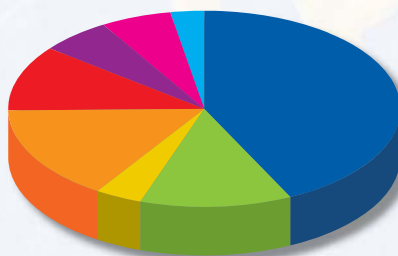
WHO ATTENDS AN NTP?

Federal, civilian and military top staff
Senior management officials
Accountants
Computer specialists
Procurement and acquisition officials
EEO and Diversity Managers
Human Resource Specialists
Program Managers
Administrative Specialists
Engineers and Scientists
Park and Forest Rangers
Training Specialists
And many, many more.....

BENEFITS TO NTP EXHIBITORS

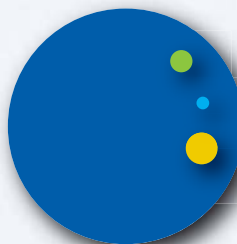
- Low cost of exhibiting
- Complimentary furniture package included
- Direct access to 1,600-1,800 women seeking education, advancement and improvement
- Grand opening ceremony for the exhibit hall
- Over 6 hours of unopposed exhibit time
- Four complimentary exhibitor registrations
- Complimentary booth listing and description in the NTP exhibitor directory
- Training sessions located conveniently near the exhibit hall

ATTENDEES BY CAREER FIELD



Administrative	44%
IT	13%
Education	4%
Finance	16%
HR	11%
Science	6%
Legal	6%
Social Science	3%

ANNUAL PURCHASING POWER



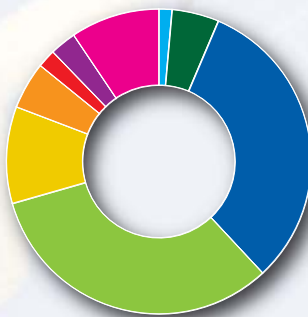
Up to \$250,000.00	80%
\$250,000.00-\$500,000.00	7%
\$501,000.00-\$1,000,000.00	4%
Over \$1,000,000.00	10%

GOODS & SERVICES PURCHASED

Recruiting Services	14%
Vehicles/Services	25%
Clothing/Uniforms	25%
Wireless Goods/Services	29%
Office Equipment	38%
Computer Hardware & Software	38%
Education & Training	41%
Office Supplies	52%

HOUSEHOLD INCOME

\$1-\$29,999	1.30%
\$30,000-\$42,999	5.19%
\$43,000-\$70,999	31.65%
\$71,000-\$110,999	32.51%
\$111,000-\$125,999	10.23%
\$126,000-\$135,999	4.83%
\$136,000-\$145,999	2.16%
\$146,000-\$155,000	2.60%
Over \$155,000	9.53%



ATTENDEE RESIDENCE

DC, MD, VA	54%
West	15%
Midwest	12%
South	11%
Northeast	6%

A mind once stretched by learning never regains its original dimensions.

Keys to Success



ATTENDEES COME TO THE NTP TO...

- Improve their professional skills
- Increase their marketability in the workforce
- Enhance their education
- Improve their personal financial future
- Explore new employment opportunities
- Network with peers
- Develop awareness of products/services to improve overall health and wellness

WHO SHOULD EXHIBIT AT THE NTP?

- Colleges, universities, business schools
- Federal, civilian, military recruiters
- Resume critiquing companies
- Personal and life coaches
- Professional coaches
- Financial management companies
- Health, life, auto insurance companies
- Women's and professional publications
- Women's health and fitness companies
- Professional associations and organizations
- Retailers of products and services

NEW FOR THE 2009 NTP EXHIBIT HALL

- **Career and Education Pavilion**—dedicated area for recruiters and educational institutions
- **Financial Pavilion**—dedicated area for financial management institutions with programs for women
- **Retail Market**—dedicated area for vendors with cash and carry items
- **New Exhibit Hall Hours**—new times allow for maximum interaction between exhibitors and attendees

SPONSORSHIP INFORMATION

Sponsoring at the NTP 2009 is an ideal way to gain prime, credible exposure and make a long-term impact among the highly influential NTP audience. Sponsors stand out from other exhibitors and deliver a positive message of commitment and support to attendees. Our sponsorships are proven traffic builders and will assist in increasing your visibility and help you achieve a greater return on your exhibit investment.

By joining us as a sponsor you'll have the opportunity to:

- build your brand
- highlight the value of your products and services to NTP attendees
- network with industry experts and business prospects
- leverage new partnerships and build new alliances

You can choose a sponsorship package, an individual item, or for maximum exposure, combine several items to create a custom package. Please contact Bernice Waller at fewvp@few.org to discuss your objectives.



EXHIBIT INFORMATION

EXHIBIT LOCATION

Orlando World Center Marriott Resort
8701 World Center Drive
Orlando, FL 32821
Telephone: 407-239-4200
www.marriottworldcenter.com

EXHIBIT SCHEDULE (subject to change)

Exhibitor Set-Up

Monday, July 20 1:00 p.m. to 6:00 p.m.
All booths and materials must be set up by 6:00pm, or freight is removed from the floor until after 5:30pm on Tuesday.

Exhibit Days/Hours

Tuesday, July 21 8:00 a.m. to 5:30 p.m.
Wednesday, July 22 8:00 a.m. to 5:30 p.m.
Thursday, July 23 8:00 a.m. to 2:00 p.m.

Exhibitor Dismantle

Thursday, July 23 2:00 p.m. to 6:00 p.m.
Dismantling must not start prior to the close of exhibit hours on Thursday, July 23 at 2:00 p.m. and materials must be removed from the floor by 6:00 p.m.

BOOTH SPACE RATES

Standard \$1,600 per 10' x 10' booth
Small Business \$700 per 10' x 10' booth
(Small Business rate is subject to approval)

There is a \$100 charge for each exposed corner for both standard and small business booths.

EACH 10'x10' booth location includes the following:

- Booth Identification sign
- Carpet
- One 6 ft draped table
- Two side chairs
- Wastebasket
- Four exhibitor registrations
- Booth listing and description in the official conference program
- FEW Exhibitor Newsletters
- 24-hour exhibit hall perimeter security

EXHIBIT SPACE LOCATION

Please identify your first three choices of booth locations (by booth number) on your application. If you have any questions about the exhibit area or booth arrangement, please contact Terri Sullivan at TALLEY MANAGEMENT GROUP, Inc. at 571-527-3100 x114.

Every effort is made to assign all booth locations in accordance with each exhibitor preference. Assignments are made on a first-come, first-served basis, based upon the receipt of the completed exhibitor application and payment of booth fees.

BOOTH CONSTRUCTION

- Standard booths are limited to 8' background drapes and 3' side drapes.
- Maximum height of in-line exhibits is 8' and may extend only 5' from the back wall. The remaining 5' must not exceed 4' in height.
- Each exhibitor is required to stay within the confines of their contracted space only.

EXHIBITOR DIRECTORY

The Exhibitor Directory is distributed to each registrant as part of the final program. Exhibitor's name, address, booth number(s) and description of product(s)/service(s) are highlighted.

REGISTRATION

- Four (4) Exhibit Hall registrations per 10' x 10' booth are provided without charge.
- Additional Exhibit Hall only badges are available for \$10.00 each.
- The Badge Request Form and a NTP Registration Brochure are sent to all exhibitors upon receipt of signed contract and payment.

OFFICIAL GENERAL SERVICE CONTRACTOR

Show management will mail Service Manuals approximately 60 days prior to the show. Please read all information contained in the Service Manual. Shipping and handling of show materials, furniture, labor, drayage, electrical, signs and other booth furnishings may be ordered from the service contractor. All charges for additional services are the sole responsibility of the exhibitor.

SHOW MANAGEMENT

Stacy Blackshaw, CEM
TALLEY MANAGEMENT GROUP, Inc.
19 Mantua Road,
Mt. Royal, NJ 08061
Tele: 856-423-7222 x230
Fax: 856-423-3420
Email: sblackshaw@talley.com

SALES INFORMATION

Terri Sullivan, Sales Manager
TALLEY MANAGEMENT GROUP, Inc.
700 N. Fairfax Street, Suite 510
Alexandria, VA 22314
Tele: 571-527-3100 x114
Fax: 571-527-3105
Email: tsullivan@talley.com





EXHIBIT SPACE CONTRACT

Federally Employed Women • 40th National Training Program (NTP)
Orlando World Center Marriott Resort, Orlando Florida • July 20-24, 2009

- ☐ Please reserve space for our exhibit at Federally Employed Women's 40th National Training Program at the Orlando World Center Marriott, Orlando, Florida, July 20-24, 2009. Enclosed are:
1. Completed and signed APPLICATION/CONTRACT
 2. Full payment of booth fee(s)

COMPANY INFORMATION

Company Name _____
Contact Name _____ Title _____
Address _____ City _____ State _____ Zip _____
Country _____ Phone _____
Email _____ Website _____

BOOTH SELECTION

BOOTH SPACE RATES

Includes (1) 6' draped table, (2) chairs, (1) wastebasket

Standard _____ @ \$1,600 \$ _____

Small Business _____ @ \$ 700 \$ _____

(Small Business rate is subject to approval)

There is a **\$100 charge** for each exposed corner for both standard and small business booths.

Show Management reserves the right to alter the floor plan and/or reassign any exhibit location if deemed necessary for the good of the show.

We prefer to be located near or next to: _____

We prefer NOT to be located near or next to: _____

PAYMENT INFORMATION

Booth Amount: \$ _____ Total Amount Due (U.S. Dollars)

Credit Card Payment

Fax: 571-527-3105, Attn: FEW Exhibits

☐ Visa ☐ MasterCard

CC# _____

Exp. Date _____

Authorized Signature _____

Print Name _____

Please make check(s) payable in U.S. Funds, drawn on US Bank, to: Federally Employed Women and send with completed APPLICATION/CONTRACT to:

Federally Employed Women
Expositions Division
700 N. Fairfax Street, Ste 510
Alexandria, VA 22314

CANCELLATION POLICY: Cancellations made in writing and postmarked prior to May 22, 2009 are subject to a \$100 processing fee. No refunds will be made after May 22, 2009.

AGREEMENT

Rules and regulations contained within this Exhibitor Prospectus, on the reverse side of this agreement and within the Exhibitor Service Kit, are an integral part of this agreement. It is understood by the undersigned that Federally Employed Women (FEW) rules and regulations govern all exhibit activities. It is also understood that the undersigned is an authorized agent of the above listed company and authorized by the company to contract for exhibit space at the FEW National Training Program as indicated above and has carefully read, understands and accepts the Terms and Conditions and Rules and Regulations of the Exhibit Space Agreement.

SIGNATURE

PRINT NAME

TITLE

DATE

Office Use Only

Date Payment Received: _____ Amount Received: _____ Check Number: _____ Booth Assigned: _____

EXHIBITOR TERMS AND CONDITIONS

SHOW MANAGEMENT: Federally Employed Women has named TALLEY MANAGEMENT GROUP, Inc. as its Show Management Company. TALLEY MANAGEMENT GROUP, Inc. reports to the FEW NTP chair(s). Contact information: TALLEY MANAGEMENT GROUP, Inc., 700 N. Fairfax St. Ste 510, Alexandria, VA 22314 USA, 571-527-3100, Fax 571-527-3105, Email TMG@talley.com.

ELIGIBLE EXHIBITS: FEW reserves the right to determine the eligibility of any Company or Product to exhibit in the show and further reserves the right to reject any application and/or limit space assigned to any one Company.

INSTALLATION, SHOW AND DISMANTLEMENT: Exhibitor agrees to comply with assigned installation, show and dismantle days and hours as outlined in the Exhibitor Prospectus. Exhibits may not be removed from the Facility until final closing of the show unless special permission is obtained in writing in advance from FEW. Exhibits must be removed from the hotel/facility when specified in the Exhibitor Prospectus. Any displays or materials left in booths, without instructions, will be discarded.

CANCELLATION, WITHDRAWAL OR REDUCTIONS IN SPACE: Cancellation or reductions in space and refund is subject to the following conditions: Exhibitors shall give written notice of cancellation. If written notice is received prior to May 22, 2009, total money less a \$100 cancellation fee will be refunded to Exhibitor; no refunds will be allowed for any cancellation after May 22, 2009 and FEW reserves the right to re-sell space.

SPACE ASSIGNMENTS AND SUBLEASE: Booth assignments will be made according to the procedures outlined on the contract for space. Exhibitors may not sublease the booth or any equipment provided by FEW, nor shall Exhibitor assign this lease in whole or in part without written approval by FEW in advance of the trade show.

RELOCATION OF EXHIBITS: FEW reserves the right to alter the official floor plan, and/or reassign any Exhibitor's location as deemed advisable. FEW further reserves the right to make such changes, amendments and additions to these terms and conditions and such further regulations as it considers necessary for the good of the show.

LIMITATION OF EXHIBITS: FEW reserves the right to stop or remove from the show any Exhibitor or his representative performing an act or practice which in the opinion of FEW is objectionable or detracts from the dignity of the show, is unethical to the business purpose of the show or in conflict with the mission of FEW. FEW reserves the right to refuse admittance of exhibits or materials to the show until all dues and fees owed are paid in full. No Exhibitor shall hold any social event, hospitality suite, meeting or demonstration to which attendees are invited that is in conflict with the official show schedule. In addition, ANY such activities may not take place outside the official show schedule without the express written permission of the Convening Organization(s).

MUSIC, AUDIO EFFECTS, PHOTOGRAPHY AND VIDEOTAPING: Music and audio-visual devices with sound are permitted only in those locations designed by FEW and at such decibel intensity as not to interfere with the activities of other exhibitors. Photography and video taping other than by official FEW photographers is not permitted within the exhibit hall. Only the exhibitor may grant permission to have its exhibit and/or products photographed.

COPYRIGHT LAW: No copyrighted music may be played or sung in the exhibit hall in any fashion (including, but not limited to, background music on video or audio presentations) without obtaining appropriate licensing. The exhibitor shall indemnify FEW, the Convening Organization(s) and the facility, their officers, directors, employees, and agents and save them free and harmless from any and all liability whatsoever, for any infringement of or other violation arising out of the use of copyrighted music.

SECURITY: Although security service will be furnished, FEW can not and will not be responsible for damage to, loss and/or theft of property belonging to any exhibitor, its agents, employees, business invitees, visitors or guests. Each exhibitor must carry its own insurance.

APPLICABLE LAWS: This contract shall be governed by the laws of the State of Virginia. Exhibitor agrees to abide by all federal (including but not limited to FDA), state, and city laws, ordinances and regulations concerning fire safety, health, environment, public safety and hazardous materials and all regulations and restrictions imposed by the Facility. All displays and decorations must be fireproof.

LIMITATION OF LIABILITY: The Exhibitor agrees to make no claim for any reason whatsoever against: FEW, the Convening Organizations, their officers, directors, employees, agents and authorized representatives, the facility/hotel, Official General Service Contractor, for any of the following: Loss, theft, damage to goods, or injury to himself, his employees, or attendees while in the exhibit hall, or any consequential damage to his business for failure to provide space for the exhibit or for the failure to hold the event as scheduled.

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save harmless all parties from claims, losses, damages to persons or property, governmental charges for fines and attorney's fees related to the use of the exhibition premises or part thereof. In addition, Exhibitor acknowledges that neither FEW nor the Convening Organization(s) maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property insurance covering such losses by Exhibitor.

THE ABOVE-CITED REGULATIONS as well as all conditions stated in the Exhibitor Prospectus and exhibit application become a part of the contract between the Exhibitor and the Convening Organization(s).

INSURANCE: All property of the Exhibitor is understood to remain under its custody and control in transit to and from or within confines of the Facility. FEW does not maintain insurance covering Exhibitor's property. Exhibitor shall carry Comprehensive General Liability coverage including premises, operations and contractual liability coverage of at least \$1,000,000 for Personal Injury Liability and \$500,000 for Property and Worker's Compensation with Employer's Liability with applicable statutory coverage. Certificates shall be furnished upon request.

FORCE MAJEURE: In the event the Facility or any part of the exhibit area thereof becomes unavailable, whether for the entire event or a portion of the event as a result of fire, flood, tempest, inclement weather or other such cause or as a result of governmental intervention, malicious damage, acts of war, strike, lock-out, labor dispute, riot, or other cause or agency over which FEW has no control or should FEW decide, because of such cause, that it is necessary to cancel, postpone or re-site the exposition or reduce the move-in or installation time, show time or move-out time, FEW shall not be liable to indemnify or reimburse exhibitor in respect to any damages or loss, direct or indirect, arising as a result thereof.

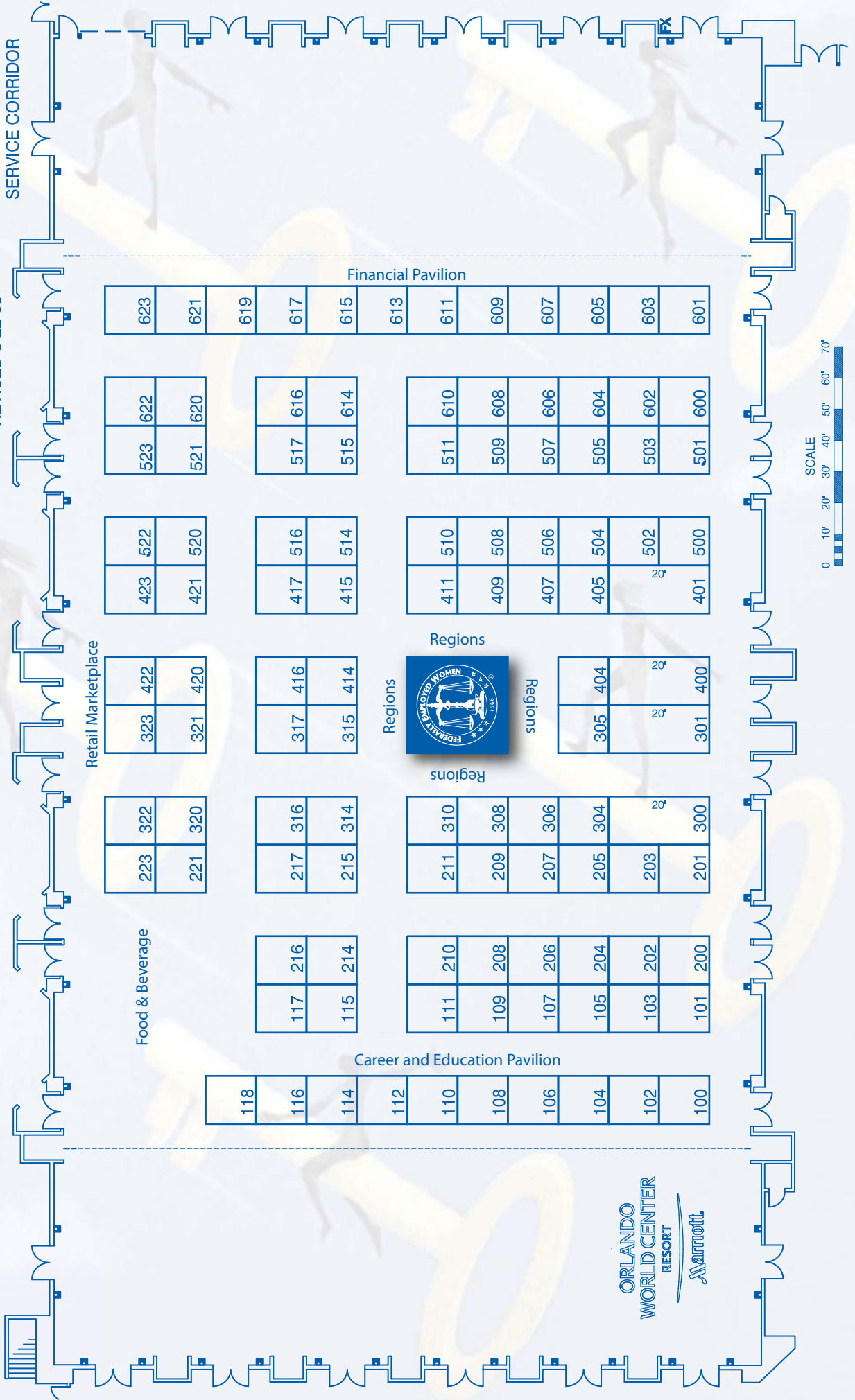
TERMINATION OF RIGHT TO EXHIBIT: FEW reserves the right to terminate without notice an exhibitor's right to exhibit if an exhibitor or any of its representatives fail to observe the conditions of this contract or in the opinion of FEW, they conduct themselves in an unethical or unprofessional manner. Such exhibitors will be dismissed without refund.

ADDENDUM: FEW reserves the right to make changes, amendments, and additions to these rules as considered advisable for the proper conduct of the exposition, with the provision that all exhibitors will be notified of such changes.

EXHIBITOR FLOOR PLAN

GRAND BALLROOM

REVISED 8-22-08



An Invitation to Showcase Your Business....



Keys to Success



FEDERALLY EMPLOYED WOMEN

NTP 2009

JULY 20-24, 2009 • ORLANDO, FL

www.fewntp.org



FEW NTP Exhibits
700 N. Fairfax St, Ste 510
Alexandria, VA 22314