

College of Human Sciences

Women's Philanthropy Board

Presents

WPB Business and Professions Expo in conjunction with the
9th Annual WPB Spring Symposium and Luncheon

Featuring an exclusive opportunity for WPB Corporate Partners and Grantors,
Members, and Mentees to showcase their businesses and professions

Monday, April 11, 2011

The Hotel at Auburn University and Dixon Conference Center

8:00am – 3:00pm

Registration and Fees—Due Date, Friday, April 1, 2011

Locations are issued on a “first-come, first-served” basis.

Medallion Level - \$1,000 (Cash or check only—does not include luncheon tickets)

Fee includes 4-skirted tables (3x6 foot) as the centerpiece of the AUHCC Pre-Function foyer. Only 1 Medallion Level placement is available. See enclosed map for location. Up to 4 representatives may be present at booth.

VIP Level - \$250 (Cash or check only—does not include luncheon tickets)

Fee includes 1-skirted table (3x6 foot) in the AUHCC Pre-Function foyer. Only 6 VIP Level spaces are available. See enclosed map for locations. Up to 4 representatives may be present at booth.

Premier Level - \$125 (Cash or check only—does not include luncheon tickets)

Fee includes 1-skirted table (3x6 foot) in the AUHCC hallways. Only 20 Premier Level spaces are available. See enclosed map for locations. Up to 4 representatives may be present at booth.

FINAL DEADLINE FOR EXPO: FRIDAY, APRIL 1, 2011, 5:00 PM

NO EXCEPTIONS, PLEASE!

FOR MORE INFORMATION:

WPB OFFICE 334-844-3524 or wpbchs1@auburn.edu

*Please see the attached map for WPB Business and Professions Expo display locations.

*Fee does not include the cost of lunch which will be offered during the 9th Annual WPB Spring Symposium.

*Registration is considered valid when registration form is completed and payment is received.

Please complete this form, attach payment, and return to the WPB office.

Spaces are issued on a "first-come, first-served" basis

**Women's Philanthropy Board
9th Annual Spring Symposium and Luncheon
Business and Professions Expo Registration Form
Monday, April 11, 2011
8:00 am - 3:00 pm**

Registration Form

Salutation: _____

Full Name: _____

Suffix: _____

Primary E-mail Address: _____

Phone: (business) _____ **(cell)** _____

Fax: _____

Position Title: _____

Name of Business/Profession in the Expo: _____

Mailing Address:

Street Address: _____

City: _____ **State:** _____

Zip Code: _____

*****Please complete the following information, as you would like for it to appear in a directory of exhibitors. Description will appear in program exactly as it appears below.*****

Company name: _____

Company Description: _____

Payment Information

Please reserve a place for me at the WPB 9th Annual Spring Symposium and WPB Business and Professions Expo. I would like to showcase my business at the following level:

_____ **Medallion - \$1,000 (does not include luncheon tickets)**

Fee includes 4-skirted (3X6) tables as the centerpiece of the AUHCC Pre-Function foyer. Only 1 Medallion Level space is available. See enclosed map for location. Up to 4 representatives may be present at booth.

_____ **VIP Level - \$250 (does not include luncheon tickets)**

Fee includes 1-skirted (3X6) table in the AUHCC Pre-Function foyer. Only 6 VIP Level spaces are available. See enclosed map for locations. Up to 4 representatives may be present at booth.

_____ **Premiere Level - \$125 (does not include luncheon tickets)**

Fee includes 1-skirted (3X6) table in the AUHCC hallways. Only 20 Premier Level spaces are available. See enclosed map for locations. Up to 4 representatives may be present at booth.

Total amount enclosed: \$_____ Cash \$_____ Check

Please make checks payable to Women's Philanthropy Board.

*** To make payment via credit card please visit
www.humsci.auburn.edu/wpb
and follow the 9th Annual Spring Symposium and Luncheon Tickets link***

IMPORTANT: Registration is considered valid when payment is received.

**PLEASE RETURN REGISTRATION FORM AND PAYMENT BY
Friday, April 1, 2011**

Submit Payment and Registration to:

Women's Philanthropy Board

210 Spidle Hall

Auburn, AL 36849-5601

Phone: (334) 844-3524

Email: wpbchs1@auburn.edu

Or online at

www.humsci.auburn.edu/wpb

WPB Business and Professions Expo

Guidelines and Regulations

Registration Fees

Medallion Level - \$1,000 (does not include luncheon tickets)

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**FINAL DEADLINE: FRIDAY, APRIL 1, 2011, 5:00 PM
NO EXCEPTIONS, PLEASE!**

Luncheon tickets for the 9th Annual WPB Spring Symposium are \$85 and are NOT included in these display fees.

Reservations

Reservations can be made by mailing your registration form and payment to: WPB Office, 210 Spidle Hall Auburn University, AL 36849-5601. Once your payment has been received, you will receive a confirmation e-mail. If you have any questions please contact 334-844-3524. Make check payable to: Women's Philanthropy Board.

Schedule and Setup

8:00 – 8:45 am	Representative Registration and Space Setup
9:00 am	Spring Symposium and Luncheon
3:00 pm	Departure

Space and Equipment

One 3x6 foot table and one chair will be provided per organization. Medallion Level exhibitors will receive (4) 3x6 foot tables. Ceiling height capacity is 10 feet. Electricity will NOT be provided unless other provisions have been arranged. You may make other provisions by contacting the WPB office at 334-844-3524. No additional space will be provided.

The Hotel at Auburn University Shipping Guidelines

Shipments of exhibit displays, materials or anything pertaining to the exhibit may be shipped no sooner than ten (10) days prior to function date if storage space is available. Arrangements must be made in advance with Conference Center personnel. Shipments larger than 70 lbs. and 108 inches combined will not be accepted unless prior arrangements have been made.

Decorations, signs, and posters must be coordinated with The Hotel at Auburn University staff prior to displaying in the Conference Center. No tacks, nails, staples, tape or other fasteners are allowed. Exhibitors are liable for any defacement of the facility as a result of their display.

The exhibitor is entirely responsible for the space leased by him/her and is responsible for keeping space free from any conditions which would be dangerous to persons coming upon the premises. The Hotel at Auburn University will not be responsible for any injury that may arise to exhibitors or their employees or for loss of or any damage to any good from any course whatsoever while in transit to or from or while in The Hotel at Auburn University.

The management of The Hotel at Auburn University reserves the right to restrict the operation of any exhibit, which in its opinion detracts from the general character of the facility. This includes, but is not limited to, exhibits which because of noise, flashing light, methods of operation or display of unsuitable material are determined by management as objectionable.

Shipping from the hotel: The Hotel at Auburn University cannot provide billing arrangements or proper packing and labeling for any item or supplies related to your display. Please prepare, tape, and label boxes before dropping them off in the back left hand corner of Ballroom A. The Hotel at Auburn University will make one call to each carrier for pick-up and move all boxes to the dock. Thank You!

We request your full cooperation in observing these guidelines. Anything not included in the rules and regulation will be subject to the decision of The Hotel at Auburn University management. Materials shipped to The Hotel at Auburn University should be labeled as follows:

**The Hotel at Auburn University
ATTN: WPB Business and Professions Expo
Amanda Zoch, Conference Services Manager
241 South College Street
Auburn, AL 36830
PH: 334-821-8200**

Accommodations

The Hotel at Auburn University * www.auhcc.com * 334-821-8200 * 800-228-2876.

We highly recommend that you stay at The Hotel at Auburn University. Please inform them that you will be attending the Women's Philanthropy Board Business and Professions Expo when making reservations.

Site Map

Please see attached map for this particular event. Go to the following url: <https://oitapps.auburn.edu/campusmap/> for a map to The Hotel at Auburn University.

The Auburn University Interactive Campus map includes The Hotel at Auburn University. At the bottom of the page are links to a printable campus map, driving directions to Auburn, and a list of current road closings on campus.

Cancellation Policy

Please call the Women's Philanthropy Board (WPB) office as soon as possible at (334) 844-3524 if your organization will be unable to attend the event. Also, an e-mail must be sent to Samantha Allbrook at wpbchs1@auburn.edu explaining that you are officially canceling your participation in the event. You will receive an e-mail confirming your cancellation.

There are no refunds for cancellations after **Friday, April 1, 2011**. Any cancellations prior to Friday, April 1, 2011 will be refunded the registration fee less a fifty-dollar (\$50.00) administrative charge. Registration fees cannot be applied to future events. If your organization is registered for the event and no one makes an appearance, your organization is expected to pay the total registration fee.

Participants in our programs (events) must pay the total registration fee in full by the deadline to keep your reservation. Please understand that once you have registered and received a confirmation, you must abide by the aforementioned CANCELLATION POLICY.

There are no exceptions! Any questions or concerns should be directed to Samantha Allbrook, Operations Manager, Women's Philanthropy Board (334) 844-3524 or wpbchs1@auburn.edu.

Security

The Women's Philanthropy Board office is not responsible for the security of items displayed in the WPB Business Expo and will not be responsible for any loss or damage to any good while participating in the Expo. Please be prepared to cover or put away any items of value while you are away from your table.

Ballroom B

Seminar Room

VIP -2

VIP-1

Governors Room

Coffee

Medallion
Includes 4 Tables

Premiere Tables
9-12

Registration

VIP-6

VIP-5

VIP-4

VIP-3

Ballroom A

Premiere Tables
1-8

Medallion- \$1,000

VIP- \$250

Premiere- \$125

Meet.
A

Meet.
B

Telephone

Meet.
C

Meet.
D

W
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M
e
n

Meet. E, F, & G