



Exhibitor and Vendor Q and A

The Exhibit Hall for the 31st Annual CSA Conference has been designed to allow maximum exposure to the Conference Attendees. Your company participation is appreciated and vital to the overall success of the Conference experience. All exhibitors are recognized in the official Conference Program and on the CSA website.

What are the Exhibit Hall Hours?

Thursday October 16th

Set up—Thursday, October 16 from noon until 4:00 p.m.

WBRO-free Buffet and Food Fair—Thursday, October 16th 4:30-8:30 p.m.

The Thursday pre-conference Buffet will be held adjacent to the Exhibit Hall and will allow both Dietitian Day and Conference attendees access to the Exhibits.

Friday October 17th

Exhibit Hall open between the hours of 8:00 a.m. and 6:30 p.m.

Exhibit Hall will close during major speaker sessions to allow time for Exhibitors to attend.

Lunch break will be scheduled before or after Conference lunch break to allow for exhibit time during lunch. Embassy Suites Nightly Manager's Reception will be held adjacent to the Exhibit Hall for maximum traffic.

Saturday October 18th

Exhibit Hall open between the hours of 8:00 a.m. and 2:00 p.m.

Tear down begins at 2:00 p.m.

Hall may close during major speakers. Expect KidZone and Teen Scene visitors during the morning. Lunch break will again be before or after Conference lunch break.

Can exhibitors attend Conference Sessions?

During Exhibit Hall hours, exhibitors may attend Conference Sessions as long as their space is staffed. During some major sessions the Exhibit Hall will be closed.

Will I have networking opportunities?

In addition to access to fellow exhibitors, conference attendees and presenters, notification of the Exhibit Hall will be sent to area Health Food and grocery stores with an invitation to attend, preview and sample gluten-free products.

What is the deadline for registration?

Registration deadline is July 31, 2008.

What is the cost of an exhibit space?

The cost of an exhibit space is \$600.

What will an exhibit space look like?

Each exhibit space will be approximately 8' by 8' and will include one 6 foot table, two chairs and a wastebasket. Pipe and drape will not be included. Tables will be covered.

Is extra exhibit space available?

Extra exhibit space for a small fee will be on a space available basis. Request extra space on the Vendor Participation Form. CSA will contact you regarding your needs.

What may I include in my space?

Free standing display units may be used as long as they fit within the 8 foot space. Nothing may be adhered to the walls of the Exhibit Hall. Any boxes, crates or cartons must be stored within your exhibit space.

What about electric hookups?

Electric hookups are available at no extra charge. Indicate electrical needs on the Vendor Participation form.

What about electronic equipment?

Electronic equipment rental is available through the La Vista Conference Center. Contact CSA for details concerning costs and specific availability.

Is wireless internet available in the Exhibit Hall?

Yes. Wireless internet will be available in the Exhibit Hall at no extra charge.

What equipment is allowed in exhibit spaces?

The Embassy Suites will allow the following cooking equipment in the Exhibit Hall: Waffle irons, Toaster ovens, pizza cookers, convection ovens, microwaves, hot boxes, heat lamps. NO DEEP FAT FRYERS are allowed.

What about refrigeration?

If you require refrigeration of product during the Conference, please indicate your need on the Vendor Participation Form and CSA will contact you with arrangements.

What about shipping to and from the Conference?

Specific shipping instructions will be emailed to registered exhibitors and vendors who have indicated shipping needs on the Vendor Participation Form. The CSA website will also include specific shipping instructions at a later date.

What about door prizes and giveaways?

Individual exhibitors who wish to give door prizes are welcome to do so. Vendor prize winners can be announced at Conference meals or the Manager's Nightly Reception on Saturday evening. Please contact CSA if you plan to give door prize(s).

May I sell product from my exhibit space?

Pre-packaged product may be sold from the Exhibit Hall. You are required to provide CSA with a copy of your order form, detailed ingredient lists for any product sold or sampled in your space.

What about sales tax?

In Nebraska there is no sales tax on food. There is, however a 7% sales tax on NON FOOD items such as books, DVDs etc. If you are selling NON FOOD items from your exhibit space, CSA will provide the necessary forms for remitting sales tax to the Nebraska Department of Revenue. YOU DO NOT NEED TO APPLY FOR A SPECIAL LICENSE.

What about samples?

Distribution of gluten-free product samples to Exhibit Hall visitors is limited to the Exhibit Hall. Samples are especially encouraged during Food Fair and Manager's Reception times. CSA requires ingredient lists for all samples given at the Conference.

What about surveys and questionnaires?

Any surveys or questionnaires conducted during the Conference MUST be coordinated through and approved by CSA. Contact CSA for details.

What paperwork is needed to obtain an exhibit space?

Call CSA or use the website instructions to request a Vendor Participation Form and information. Fill out the form completely and remit to CSA with your payment by check or credit card.

- Carefully read and sign the “CSA Conference Exhibitor Agreement”. Return a signed signature page to CSA
- Proof of liability insurance—Proof of liability insurance naming CSA and the Embassy Suites Omaha-La Vista Hotel and Conference Center is required. Directions are included on the final page of the CSA Conference Exhibitor Agreement.
- Ingredient lists—Provide CSA with ingredient lists for any food items sampled or sold. Ingredient lists must also be available to the Conference attendees in your exhibit space.
- Order forms, flyers, etc—Provide CSA with copies of order forms, flyers, and literature to be distributed at the Conference.

I wish to participate as an exhibitor, but will not have personnel available to staff an exhibit space. Is local support available to staff an exhibit?

A limited number of local chapter members are available to staff exhibits in the Exhibit Hall. Please contact CSA for information and to make arrangements as soon as possible.

What about breakfast?

A complimentary full gluten-free breakfast is included in the room rates for guests of the Embassy Suites. Breakfast hours are from 7:00 a.m. – 9:00 a.m.

What about lunch and dinner?

One \$25.00 meal voucher is included with each exhibit registration. This voucher can be used at any time during the Conference at Embassy Suites The 9’s Restaurant and Sports Bar or Caffiena’s Coffee shop and Internet Café. Gluten-free selections are available.

Exhibitors who wish to join the Conference attendees for Friday and/or Saturday evening meals may purchase meal tickets. Evening meal tickets are \$45.00 each. Please use the Vendor Participation Form to order evening meals.

Why stay at the Embassy Suites?

Each two room suite includes many amenities as well as complimentary breakfast and the Nightly Manager’s reception. Both of these events will include gluten-free foods.

Is shuttle service from the airport available?

Omaha Eppley Airport is served by Super Shuttle. Schedule and costs will be announced at a later date.

What other shuttle service is available?

The Embassy Suites shuttle will carry guests to local restaurants and attractions within a five mile radius of the Hotel.

How do I make room reservations?

Call 1-800-EMBASSY or register on-line through the “Hotel Accommodations” link on the CSA website. Be sure to specify the **Embassy Suites Omaha-La Vista Hotel and Conference Center and the Celiac Sprue Association/CSA**. Code=CSA. Conference room rates are guaranteed up to September 12, 2008.

How do I donate product to Conference meals and activities?

One of the highly appreciated features at the CSA Conference is showcasing gluten-free foods at the conference meals from companies like yours. **You do not have to be present at the Conference to donate gluten-free food items for Conference meals and activities.**

Please use the Vendor Participation Form to indicate gluten-free product donations. CSA will need ingredient lists for all donated products. All donors of food items will be recognized on conference menus, in the official Conference Program and on the CSA website. You may also call CSA to discuss menu donations. Suggested items include:

| Breakfast items | Lunch/Dinner items | Youth Program items |
|------------------------|---------------------------|------------------------------|
| Cereals—cold and hot | Bread and rolls | Snacks |
| Breakfast breads | Desserts | Cooking activity ingredients |
| Muffins | Crackers | |
| Donuts/donut holes | Salad Items | Chef’s Cooking Demos |
| Bagels | Pasta | Ingredients/ utensils |
| Pancake/waffle mixes | Soups | |
| Breakfast meats | Meats | |

Are sponsorships of Conference activities available?

Yes! For detailed information on suggested sponsorships, click on the “Sponsorships” link on the CSA website or contact CSA. You may indicate your sponsorship choices on the Vendor Participation Form. All sponsors are recognized in Conference Print materials and on the CSA website.

What advertising opportunities are available?

Quarter page black and white ads in the official Conference Program are available for \$175. Use the Vendor Participation Form to indicate your desire to advertise. All ads must be received by July 31, 2008 to meet publication deadlines.

How should I contact CSA?

- By phone at our toll-free line 1-877-CSA-4-CSA
- By email at Conferences@csaceliacs.org
- By mail at Celiac Sprue Association
PO Box 31700
Omaha, NE 68131-0700

The Celiac Sprue Association thanks you for your interest in the 31st Annual CSA Conference—Celiac Harvest in the Heartland. Your support as a sponsor, exhibitor, and/or vendor does much to enhance the conference experience for attendees. The CSA staff looks forward to working with you.