Exhibitor/Sponsor PROSPECTUS
STC is the world’s largest and oldest professional association dedicated to the advancement of the field of technical communication.

The Society’s 6,000 members span the field of the technical communication profession and reach across every industry and continent. The Society has members in 50 countries and growing throughout North America and Europe.

The STC Technical Communication Summit and Expo is the premier event to unveil and demonstrate new and exciting products, services, and technology to the world of technical communication.

Technical communicators make information more useable and accessible to those who need that information.

Technical communicators are:
- Documentation Specialists
- Information Developers
- Technical Illustrators
- Globalization & Localization Specialists
- Usability & Human Factors Professionals
- Visual Designers
- Web Designers & Developers
- Teachers & Researchers of Technical Communication
- Trainers and E-Learning Developers

“Adobe has a long relationship with STC and we are already committed to return in 2013 as the exclusive platinum sponsor once again. The Summit provides a fun-filled experience for professionals, students, industry experts, and software vendors.”

—Saibal Bhattacharjee, Product Marketing Manager, Adobe Tech Comm Group
EXHIBIT SPACE IS LIMITED AND WILL SELL OUT EARLY: BOOK NOW FOR 2013!

Exhibiting and face-to-face connections are ten times more effective than cold-calling, and offers more opportunities to meet the potential customers.

>> Increase your company’s visibility in a competitive marketplace

>> Expand your prospect base and strengthen existing customer relationships

>> Quality content and innovative products and services attract high-level attendees

A LA CARTE EXHIBIT SPACE FEES

<table>
<thead>
<tr>
<th>Exhibit Booth Rates</th>
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<tbody>
<tr>
<td>8’ x 10’ Inline Booth</td>
<td>$1,700</td>
</tr>
<tr>
<td>8’ x 10’ Corner Booth</td>
<td>$1,850</td>
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<td>20’ x 20’ Island Booth</td>
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BOOK SPACE FEE INCLUDES:

- Post-show attendee list
- Pre-show listing in the March or April issue of Intercom magazine
- Company listing and URL on Summit website
- Conference welcome event and networking events held in the exhibit hall (sponsorships available)
- Pipe and drape (3’ draped side rail and 8’ tall back drape)
- Booth identification sign
- Listing in STC Conference Program
- Unopposed exhibit hall times
- Refreshment breaks served exclusively in the exhibit hall
- Discounted full conference registration for exhibitors is only $195
- Carpeted Exhibit Hall

Please note: Conference registration is not included with exhibit space purchase. Fees are for exhibit space only. Exhibitors are responsible for providing/renting a booth structure and furnishings.
MAXIMIZE YOUR EXPOSURE AND SUPPORT STC’S MISSION WITH AN EXHIBIT AND SPONSORSHIP PACKAGE!

Platinum Sponsor
Limited availability, call for details.

Gold Circle—$10,000  
Gold Value: $18,150

- One 8x10 corner booth
- Full-Page 4/color recognition page in the onsite program
- Full-Page 4/color recognition page in May issue Intercom (Show Issue)
- Web button on intercom.stc.org (Mar/Apr/May)
- Exhibitor name and logo displayed on the Summit website and general session signage
- Exhibitor name and logo published in the onsite program
- Complimentary tote bag insert
- Pre- and post-conference attendee mailing list
- Sponsorship of three educational sessions

Bronze Circle—$5,500  
Bronze Value: $10,400

- One 8x10 corner booth
- Full-Page 4/color recognition page in the onsite program
- Exhibitor name and logo displayed on the Summit website and general session signage
- Exhibitor name and logo published in the onsite program
- Complimentary tote bag insert
- Pre- and post-conference attendee mailing list
- Sponsorship of one educational session

Silver Circle—$7,500  
Silver Value: $13,590

- One 8x10 corner booth
- Full-Page 4/color recognition page in the onsite program
- Full-Page 4/color recognition page in May issue Intercom (Show Issue)
- Web button on intercom.stc.org (May)
- Exhibitor name and logo displayed on the Summit website and general session signage
- Exhibitor name and logo published in the onsite program
- Complimentary tote bag insert
- Pre- and post-conference attendee mailing list
- Sponsorship of two educational sessions

Merit Circle—$3,500  
Merit Value: $6,245

- One 8x10 corner booth
- 1/2 Page 4/color recognition page in the onsite program
- Exhibitor name and logo displayed on the Summit website and general session signage
- Exhibitor name and logo published in the onsite program
- Pre- and post-conference attendee mailing list
SPONSORSHIP OPTIONS

WATER COOLERS — $5,000
Your current and potential customers will appreciate the abundance of water-cooler stations generously distributed over three days throughout the Convention Center. Sponsorship includes your logo prominently displayed on all water-cooler stations and various conferences marketing, including the on-site brochure, a link from the STC conference website to your website, a complimentary insert in the tote bag, and a list of pre-registered attendees. You may also choose to provide cups with your logo and display/distribute company information next to the water-cooler stations.

BADGE MAILING — $2,000
Provide STC with a post card size (4” x 6”) insert and it will be included with the badges that are mailed in advance to the attendees. This is a great opportunity to invite attendees to meet with you in Rosemont. Promote your services, products, or any prize drawings your company will have during the conference.

CYBER CAFÉ, CAREER CENTER, & EVALUATION KIOSKS — $3,000 (non-exclusive)
Your logo and booth number will be prominently displayed in these three high-visibility, high-traffic areas. Attendees will see your logo and booth number throughout the conference. Sponsorship also includes special recognition in the conference program and on the conference website.

EMAIL BLASTS — $2,000
With all the exhibitors attending the STC Summit, it can be hard to decide which exhibits to see first. Email addresses of pre-registrants are not made available for marketing purposes, but STC staff will send your email for you. This is a fabulous opportunity to get your product message delivered right to the inbox of attendees.

OPENING NIGHT WELCOME RECEPTION, CLOSING LUNCH, OR COMMUNITY RECEPTION — $5,000 (non-exclusive)
Want to drive traffic directly to your booth? You have the opportunity to guarantee your company’s exposure to attendees and improve networking opportunities by sponsoring the Opening Night Welcome Reception. Just about every conference attendee will take part in this event. STC will strategically place a buffet table near your exhibit space so everyone will be able to thank you for the delicious food. Sponsorship includes tent cards for buffet tables, large sign at entrance, and optional logo napkins (to be provided by sponsor).

EXHIBIT HALL REFRESHMENT BREAKS — $2,500 each
There will be at least four refreshment breaks served in the exhibit hall, including coffee in the mornings and coffee or a cold beverage in the afternoon. Your company can have its name attached to one or all of them. You may also display napkins with your company logo on each table if you desire (at your expense).

TOTE BAGS — $4,000
Your logo will be prominently displayed on the official STC Summit totebag. Also, your provided information will be inserted into the bags distributed at registration.

BADGE HOLDER AND LANYARD — $3,000
Your company name will be prominently displayed and worn by every attendee throughout the conference.

CONFERENCE PADFOLIOS — $6,500
Your company name will be prominently displayed on this important attendee keepsake.

SHOW BAG INSERT — $400 (non-exclusive)
Be one of the select few to have your corporate informational piece (not to exceed 8.5” x 11”) inserted into all attendee bags distributed at registration.

SPONSORED EDUCATION SESSION WITH YOUR SPEAKERS — $3,000 per session (limited)
This is your opportunity to present a sponsored education session (non-marketing/sales) as part of the regular programming with speakers of your choice (topic and subject to be approved by the Program Advisory Committee). Your company will be recognized with a sign posted at the session and also noted in the program.

SPONSORED EDUCATION SESSION — $1,500 per session
Show your support of STC’s education program by sponsoring a session that has already been approved by the Program Advisory Committee. Sponsors will be recognized with a sign posted at the session and noted in the program.

WIRELESS SPONSORSHIP — $10,000
Help conference attendees stay connected and keep up to the minute with annual meeting events. Wireless service provides attendees access to the Internet and email throughout the meeting rooms. Information about your company will be the default screen on the computers of all attendees utilizing wireless Internet during the conference.

VENDOR SHOWCASE SPONSORSHIP — $750
Showcase your company’s products and services to conference attendees. Different from a Sponsored Education Session, present your 60-minute session in a draped, more casual, theater-style setting in the exhibit hall. The schedule and details of these presentations are included among the education session listings in the conference program.

CONFERENCE & EXPO PENS — $2,000
Your company name will be prominently displayed on this important attendee keepsake.

YOUR IDEA HERE
Have another idea for sponsorship? Contact Stacey O’Donnell at (571) 366-1915 or Stacey.ODonnell@stc.org to discuss!

ADDITIONAL MARKETING OPPORTUNITIES
SEE THE STC INTEGRATED MEDIA KIT FOR MORE DETAILED INFORMATION

PRINT ADVERTISING
STC SUMMIT ONSITE PROGRAM
Drive traffic to your exhibit booth with an ad in the resource that attendees will read and refer to all four days of the conference and beyond. A limited amount of half-page and full-page ads are available for exhibitors.

INTERCOM
The #1 magazine for technical communicators worldwide. Published ten times a year, this award-winning magazine serves the profession by presenting articles on trends, tools, techniques, and professional development.

TECHCOMM.STC.ORG
Technical Communication includes both quantitative and qualitative research while showcasing the work of some of the field’s most noteworthy writers. Among its most popular features are the helpful book reviews.

NOTEBOOK.STC.ORG
This official blog for STC members is also open to the public.

TECHCOMM TODAY
A bi-weekly news and information e-newsletter provided to technical communicators around the world.

WEB ADVERTISING
STC.ORG
Get your marketing message in front of technical communicators 24/7! STC.org is the leading edge of technical communication with up to the minute information and easy to navigate web pages. 27,000 unique visits a month!

INTERCOM.STC.ORG
Intercom Online publishes articles about the issues and topics that are driving the conversation in the world of technical communication. It provides practical examples and applications of technical communication that will promote readers’ professional development. STC corporate membership save 10% on conference exhibit and advertising rates. Plus, increase your visibility by joining STC as a CVP member.
APPLICATION & CONTRACT

Please print or type in the following:

Company Name
Street Address P.O. Box
City/State/Zip
Phone Fax
Web Address
Email

Signature Date
Print Name

Contract Authorization: Signee agrees to abide by and be bound to all terms and conditions set forth in this contract, including the payment and cancellation terms on the reverse side (page 1).

STC TECHNICAL COMMUNICATION SUMMIT AND EXPO 2012

☐ Gold Circle — $10,000
☐ Silver Circle — $7,500
☐ Bronze Circle — $5,500
☐ Merit Circle — $3,500

☐ Inline Booth (8 x 10) — $1,700
☐ Corner Booth (8 x 10) — $1,850
☐ Island Booth (20 x 20) — $7,000

PLEASE CHOOSE 3 BOOTH NUMBER LOCATIONS:
1. ____________________ 2.____________________ 3. ____________________

ADDITIONAL SPONSORSHIP(S):

STC SUMMIT AND EXPO ONSITE PROGRAM GUIDE

☐ Full Page — $1,700
☐ Half Page (7 1/2” x 5”) — $980
☐ Quarter-Page (5 1/8” x 3 7/8”) — $560
☐ STC Corporate Membership — $1,250

TOTAL: $_______

PAYMENT INFORMATION

Payment Methods: ☐ Bill me ☐ Credit card ☐ Check

STC will bill advertiser upon publication or you can supply credit card information and STC will charge the credit card.

Checks should be made payable to STC.

Please send check payments to:
Society for Technical Communication
9401 Lee Highway, Suite 300, Fairfax, VA 22031-1803

If payment will be made by credit card, please complete the following:

☐ Visa  ☐ MasterCard  ☐ American Express

Amount to be charged: $________

Credit Card Number

Security Code Exp. Date

Name on Card

DEPOSIT: A non-refundable deposit and non-creditable fee of 50% of the total requested booth space is required with the return of this contract. Reservations for exhibit space will not be accepted without deposits. Deposits may be made by check payable to Society for Technical Communication or by VISA, MasterCard, Discover or American Express. The deposit will apply to the total payment. The balance is due January 1, 2013. ANY EXHIBITOR THAT FAILS TO MAKE THE FULL PAYMENT BY FEBRUARY 1, 2013 TO THE EXHIBIT WILL BE SUBJECT TO FORFEITURE OF THEIR BOOTH SPACE.

EXHIBIT SPACE REQUEST: Please indicate your exhibit space requirements by referring to the floor plan. Please list several alternatives in order of preference. Every effort will be made to allocate your exhibit space per your preferences following the rules stated under Deposit and Exhibit Space Assignment Procedures. If such allocation is not possible, booth space assignments and confirmation will be at Show Management’s discretion.

CANCELLATION POLICY: Each cancellation or reduction of booth space must be made in writing. Cancellations by phone will not be accepted. The 50% deposit is nonrefundable and non-creditable at any time. If you cancel your booth space, the following penalty and refund fees will apply. Cancellation between 1 February and 5 May or anytime thereafter: Full payment is due.

SHARING OF EXHIBIT SPACE: Exhibitors may not share, sublet or lease exhibit space to another company. Under no circumstances can two companies share a single 8’ x 10’ booth space.

EXHIBITOR SPONSORED SEMINARS: A limited number of education sessions conducted by exhibitors will be available at the 2013 STC Expo. There is a charge of $750 per seminar, plus audio-visual rental, for each seminar conducted. Seminars are limited to confirmed exhibitors on a first-come, first-served basis. Exhibitor education seminars will take place adjacent to the exhibit hall, in a theatre style setting.

EXHIBIT BOOTH DISPLAY LIMITATIONS: All display structures and materials must be placed within the confines of your rented exhibit space. Exhibitors must take caution not to impair the line-of-sight of adjacent booths. Show Management reserves the right to make final determination about any necessary adjustments in displays to correct line-of-sight infractions. Each exhibitor is responsible for the cost of securing materials to cover any exposed and unfinished portions of their booth structure.

Balloons are not permitted in the exhibit hall and surrounding areas. All exhibit materials, including table coverings, lights, electrical connections and decorations, must meet US standards of being non-flammable. Non-US exhibitors with questions about their displays should plan to rent their equipment from our providers (CCR, GES), or have their booth set-up by a US based exhibitor appointed contractor (EAC).

TEAR DOWN: Exhibit dismantling may not begin until after the close of the show on 7 May 2013.

BOOTH PERSONNEL: This year, STC Summit full conference registration will not be included with the purchase of a booth space. Exhibitors may purchase a full conference registration at a discounted price. The fee for your booth space will include Expo only registration for up to three booth personnel for each 8’ x 10’ booth purchased, (i.e., a double booth would include up to six booth personnel, a triple booth would include up to nine booth personnel, etc.). A booth worker registration form will be provided in the Exhibitor Service Kit. You are not allowed more than three booth personnel per 8’ x 10’ booth space. Additional personnel may attend the Expo for an additional fee.

DEFAULT OCCUPANCY: An exhibitor failing to occupy contracted space will lose the right to such space and STC has the right to use such default exhibit space as it sees fit. Exhibitors who lose exhibit space as described herein are not relieved of the obligation of paying the full rental price for this space.

RELOCATION OF EXHIBITS: STC Show Management reserves the right to alter locations of booths as shown on the official floor plans. Exhibitors whose booth sites are affected will be notified immediately.

GROUP MEETINGS/ENTERTAINMENT: Exhibitors may not hold group meetings or provide entertainment involving which will involve Summit & Expo attendees during STC official program hours. Activities and parties held outside the hotels fall within this category.

ADVERTISING/CASH SALES AT THE HOTEL/EXHIBIT HALL: Mass distribution of invitations, handbills, stickers, etc., outside of your booth area either by hired staff or your own personnel, is strictly prohibited. Any removal expenses incurred by STC Show Management due to any infraction of this rule will be billed to the offending exhibitor. Exhibitors may not make cash sales of any product at their booth.

LIABILITY: Exhibiting companies hereby release, relinquish, discharge and agree to indemnify, protect, and hold harmless STC and its agents, employees and all and any claims, demands, liabilities, costs, and expenses for injury, death to persons, and any loss of or damage to property caused by, growing out of, or happening in connection with the use of or enjoyment by: the exhibiting company, its management, personnel, guests or visitors of the hotel and convention center facilities or equipment.

INSURANCE: Exhibiting companies are responsible for insuring their own display/ materials/personnel and associated equipment. Neither STC, its representatives, agents, nor the Hyatt Regency Atlanta may be held responsible for damage to or loss/destruction of displays/ materials. All claims for any such loss, damage or personal injury are hereby waived by the exhibiting companies.

AMENDMENTS: STC Summit Policy, Rules, and Regulations may be amended from time to time and are to be enforced as interpreted by the Show Management. Any situation not covered by these Rules and Regulations is subject to determination of the STC .

ACCEPTANCE OF TERMS: I, the duly authorized representative of the above company, on behalf of said company, have read and agree to abide by the guidelines and regulations outlined in this contract including the provisions on liability and insurance and the regulations detailed in the exhibitor service kit. I have completed all sections of this form according to the instructions. I understand that violations of any of these regulations by my company are subject to such penalties as may be recommended by the STC for Technical Communication and/or its agent, including possible exclusion from future STC events, conferences and expos.