# 2024 DMEC Compliance Conference

Participant Guidelines and Portal Instructions



### **IMPORTANT DATES**

- Feb. 8, 2024
  - Signed Event Terms of Participation Due
  - Company Details Due (description, logo, contact information, etc.)
  - Certificate of Insurance Due
  - Scavenger Hunt Question Due
  - Prize Giveaway Information Due
  - Virtual Tote Bag Insert Due (Partner Sponsors Only)
  - All Sponsor/Exhibitor Registrations Due
  - Partner Sponsor Event Email Release Due (if applicable)
  - Networking Event Sponsor Information
     Due (if applicable)

- Feb. 21-March 21, 2024
  - Curtin Advance Warehouse Open for Exhibitor Shipments
  - PLEASE NOTE: Advance shipments accepted between the hours of 8:00 am - 4:00 pm Monday-Friday only.
     Closed weekends and holidays. Shipments received after the advance receiving deadline will be charged a 25% late fee plus a transit charge.
- March 25, 2024
  - Direct to show-site shipments
  - 12:30-5:00 pm only
- March 8, 2024
  - Deadline to reserve room at Sheraton Dallas Hotel in Dallas, TX. However, we encourage you to book your room by February 8, 2024.

# DMEC SOLUTIONS MARKETPLACE SCHEDULE

### Monday, March 25

12:30-5:00 pm Exhibitor Set Up

5:00-7:00 pm Opening Welcome Reception

### Tuesday, March 26

7:00 am-6:00 pm DMEC Solutions Marketplace Open

7:00-8:00 am Breakfast with Exhibitors

9:00-9:30 am Coffee & Conversation with Exhibitors

11:30am-1:00 pm Lunch with Exhibitors

2:00-2:45 pm Dessert Break with Exhibitors

5:00-6:00 pm Happy Hour with Exhibitors

### Wednesday, March 27

7:00 am-2:45 pm DMEC Solutions Marketplace Open

7:00-8:00 am Breakfast with Exhibitors

9:00-9:30 am Coffee & Conversation with Exhibitors

11:30am-1:00 pm Lunch with Exhibitors

2:00-2:45 pm Dessert Break with Exhibitors & Prize Giveaway Announcements

2:45-5:00 pm Exhibitor Tear-Down



### **EXHIBITOR RESOURCES WEBSITE**

The Exhibitor Resources Website is the central location for all deadlines, resources, and links for you as an exhibitor at the DMEC Compliance Conference.

www.dmec.org/exhibitor-resources



# CADMIUM EXHIBITOR & SPONSOR PORTAL

- All companies participating in the conference will log into the Cadmium Exhibitor & Sponsor Portal to provide DMEC with required information and documents.
- System emails from skappus@dmec.org or jspitale@dmec.org will be sent to the primary contact for each exhibiting company with the link, log in credentials, and important instructions.
- All logos, COIs, company descriptions, and other required information
   MUST be completed through the portal prior to the deadlines.
- The following pages detail steps for completing the process in the portal.



### Initial Information Email

All exhibitors and sponsors will receive a system email with important details and log in information to the Exhibitor & Sponsor Portal.

Dear Stephanie,

Welcome to the DMEC Exhibitor and Sponsor Portall We are looking forward to your organization's participation in the 2024 DMEC FMLA/ADA Employer Compliance Conference being held at the Sheraton Dallas Hotel, Dallas, Texas from March 25 – 28, 2024 (Monday — Thursday). This portal will allow you to complete your required "Tasks" all in one place, which will populate our programs, mobile app, etc.

It is required that all exhibitors and sponsors log in to complete their tasks prior to the deadline of February 8, 2024.

**Exhibitor and Sponsor Portal Login** 

2024 DMEC FMLA/ADA Employer Compliance Conference Site:

URL: https://www.conferenceharvester.com/harvester2ex/login.asp?EventKey=MNWRENAC

Username: skappus@dmec.org

Password (Access Key): X O B A 4 1 0 2

Once you have logged in, the system will walk you step-by-step through each task required to submit your company description, logo, COI, etc. Download additional instructions on how to use the Exhibitor & Sponsor Portal.

NOTE: Each organization is limited to 1 (one) log in per organization. There is an option under the profile task to add an additional contact that will be copied on all communications.

The Exhibitor Resource Website is the central location for all deadlines, resources, and links for you as an exhibitor. We encourage all sponsors to save this link to access updated information throughout the planning process for the conference.

DMEC will assign booth locations in late January and share them when those assignments are completed.

#### **Curtin Convention & Exposition Services**

DMEC will be working with Curtin Convention & Exposition Services, Inc. as our exclusive exhibitor services provider. The Exhibitor Kit will be sent directly by Curtin. Once the exhibit kit is finalized, the kit will also be available via a portal task. You will receive an email once that task is available for review.

Please feel free to reach out with any questions. We look forward to seeing you in Dallas!

Best regards, Stephanie Kappus, CMP Conferences Manager DMEC



### EXHIBITOR PORTAL LOG IN PAGE

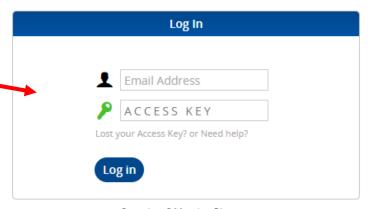


### Welcome to the Exhibitor & Sponsor Portal

The Exhibitor & Sponsor Portal is DMEC's conference exhibit & sponsorship management system. This system will allow you to complete your required "Tasks" all in one place, which will then populate our programs, mobile app, etc. It is required that all exhibitors and sponsors log-in to complete their tasks prior to the deadline.

NOTE: Each organization is limited to 1 (one) harvester account log-in.

Your log in credentials will auto populate — from the email link.



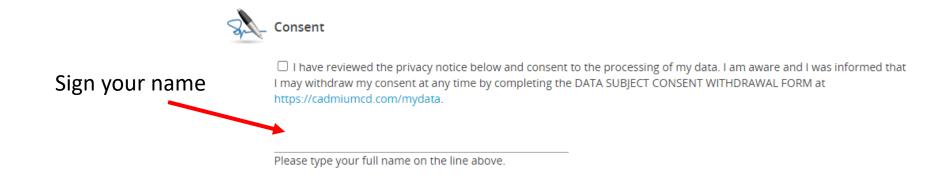
Questions? Meeting Planner: Stephanie – skappus@dmec.org / 800.789.3632, ext. 106



## CADMIUM PRIVACY NOTICE

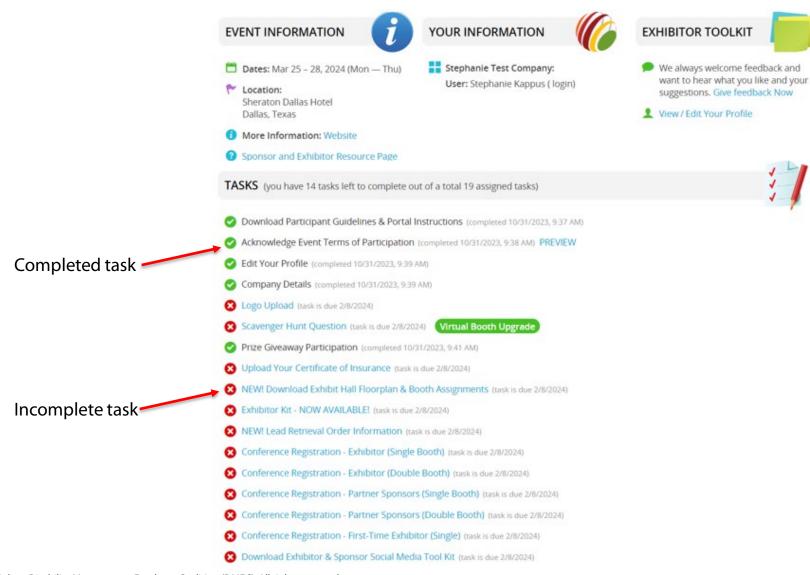
Cadmium c/o Data Protection Administrator 19 Newport Drive, Ste. 101 Forest Hill, MD 21050

Our Data Protection Administrator will then look into your complaint and work with you to resolve the matter.





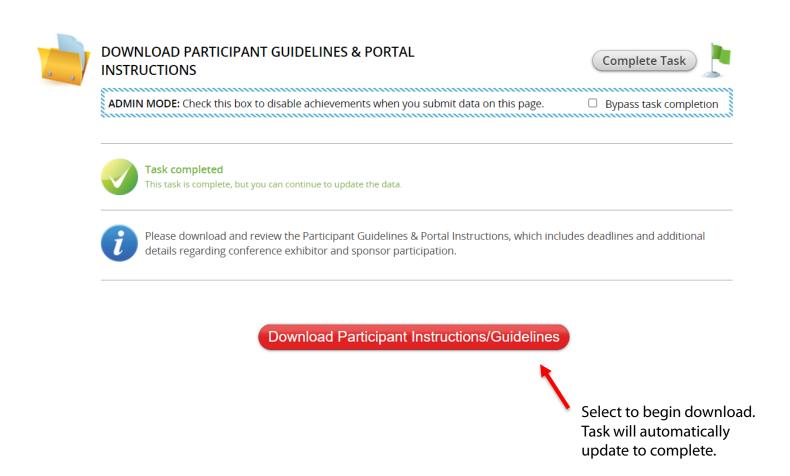
### "TASK" CHECKLIST





### DOWNLOAD EXHIBITOR/SPONSOR INFORMATION

Download a copy of this Exhibitor and Sponsor Information document for your future use.





### **EVENT TERMS OF PARTICIPATION**

Disability Management Employer Coalition ("DMEC"), its employees, volunteers, and officers as additional insured over conference dates of March 27-30, 2023 in conjunction with your participation as an exhibitor and/or sponsor at the 2023 DMEC FMLA/ADA Employer Compliance Conference at the Caribe Royale, Orlando, FL.

INTELLECTUAL PROPERTY Participant is responsible for obtaining all necessary licenses and permits to use music, photographs, or other copyrighted material in booths, displays, and/or sponsored areas. No Participant will be permitted to play, broadcast, or perform music or display any other copyrighted material, such as photographs or other artistic works, without first presenting to DMEC satisfactory proof that Participant has, or does not need, a license to use such music or copyrighted material.

DMEC condemns intellectual property infringement and counterfeiting; however, as a neutral organizer of the Event, DMEC does not involve itself in Participant disputes or provide legal advice. Participant agrees not to sue or threaten to sue DMEC for contributory infringement or any other theory that DMEC is indirectly or secondarily liable for a violation of intellectual property rights (e.g., trademark, copyright, or patent) by a third party.

Participant warrants that it is the owner or licensee of all intellectual property used by Participant at the Event or in promotion thereof.

Participant agrees to defend, indemnify, and hold harmless DMEC, their officers, directors, employees, and agents, harmless from all loss, cost claims, causes of action, obligations, suits, damages, liability expenses, and costs including attorneys' fees arising from or out of any dispute involving intellectual property owned or used by Participant at the Event or in promotion thereof.

WAIVER OF RIGHTS Any rights of DMEC under this Agreement shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of DMEC.

AMENDMENTS DMEC reserves the right to make changes, amendments, and additions to this Agreement as considered advisable for the proper conduct of the Event. Participant shall be advised of any such changes. DMEC reserves the right to reject any application or cancel any agreement for participation for any reason.

AGREEMENT TO RULES AND REGULATIONS Participant, for itself, its personnel, employees, agents or representatives, agrees to abide by the foregoing terms and conditions and those provided in the Application and Exhibitor Manual, and by any amendments and additional rules that may be put into effect by DMEC.



#### AGREEMENT TO RULES AND REGULATIONS

By signing below, the designated contact stated on this contract warrants that he/she has read, fully understands, and accepts the policies, rules, and regulation set forth by DMEC within the DMEC Event Terms of Participation on behalf of the designated contact's organization.

Stephanie Kappus

Please type your full name on the line above.

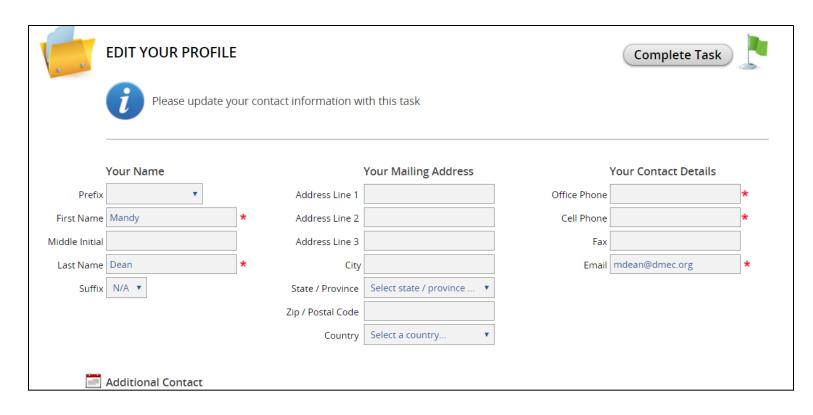


Must match your name as it appears in your portal profile.





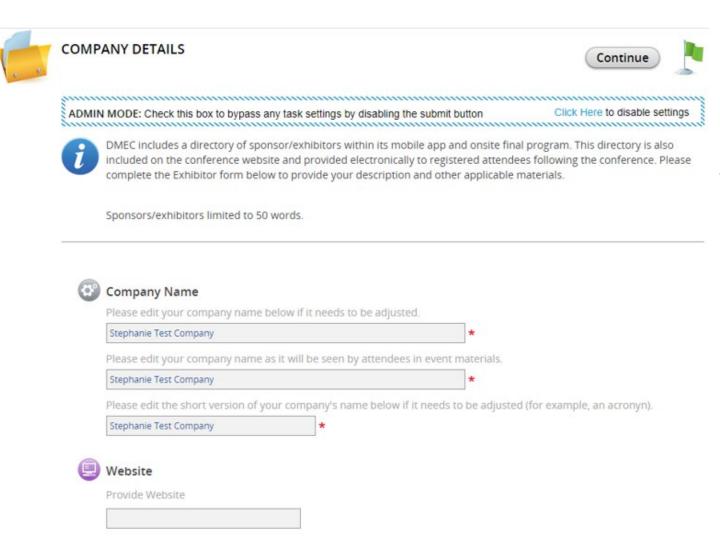
### YOUR PROFILE



Complete the profile details of the organization's primary portal contact.



### **COMPANY DETAILS**



This section will allow you to update your company's profile information. All information will be used in event marketing and the mobile app. Please make sure the information is correct.



### LOGO UPLOAD



Submit Logo

ADMIN MODE: Check this box to disable logo format requirements.

Disable format requirements



Please upload a vector version of your logo (Adobe Illustrator .ai or .eps versions are accepted) to use in marketing materials for the compliance conference.

PLEASE NOTE: Vector logo files (.ai and .eps) are now automatically converted to graphic files (.png) when you upload them (this process can take up to 30s). Your logo must have all text elements converted to outlines prior to uploading the logo and we strongly recommend uploading an RGB (color space) .eps logo. Text elements that are not converted to outlines will have their fonts substituted, changing your logo's appearance.

Please upload a version of your logo that will be visible on a white background and make sure that the logo is cropped to the boundaries of the original logo artwork. Also, make sure that only your logo is in the file you upload. Whatever you upload will be potentially shown to attendees, so avoid extra content like reference colors and unnecessary graphic elements that are not part of your logo.

Once your logo is processed, you will see it previewed on your task list page. If it does not appear the way you expect it to, try uploading a RGB color space .eps file.



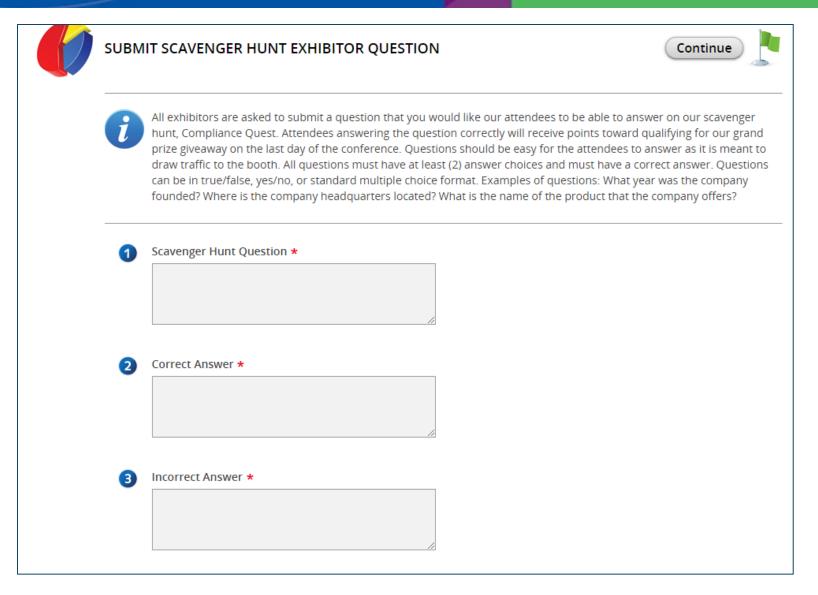
Company Logo

Choose File No file chosen

By uploading your company's logo, you certify that you have the right to distribute the logo and you release it for use on the program materials for the compliance conference.

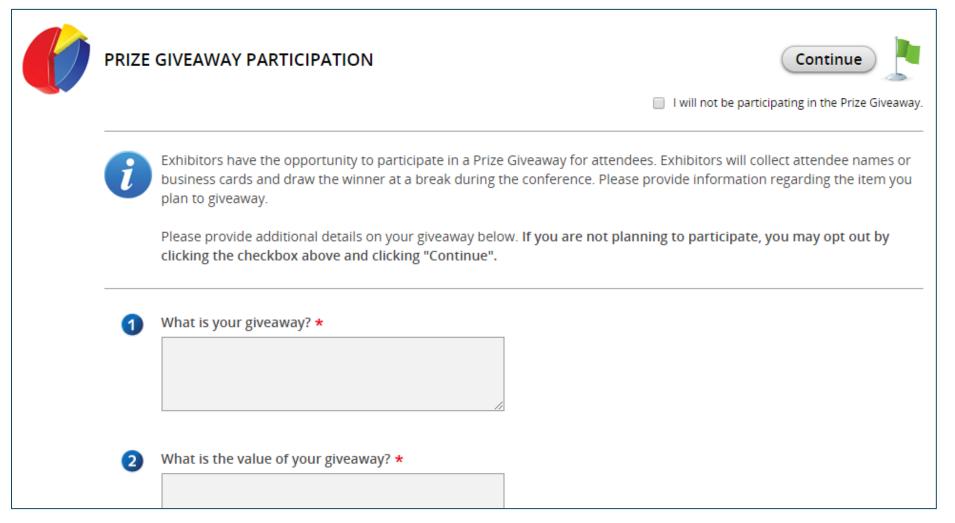


# SCAVENGER HUNT QUESTION





### PRIZE GIVEAWAY PARTICIPATION





## CERTIFICATE OF INSURANCE UPLOAD



### UPLOAD YOUR CERTIFICATE OF INSURANCE

Your required 2024 COI (Certificate of Insurance) with DMEC listed as additional insured is due by February 8. COIs may be uploaded through this task, or emailed to jspitale@dmec.org.

IMPORTANT: The following should be placed in the description section of your COI naming DMEC as additional insured on your policy.

Disability Management Employer Coalition ("DMEC"), its employees, volunteers, and officers as additional insured over conference dates of March 25-28, 2024 in conjunction with your participation as an exhibitor and/or sponsor at the 2024 DMEC FMLA/ADA Employer Compliance Conference at the Sheraton Dallas Hotel, Dallas, TX.

Complete Task

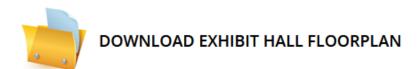


Choose File No file chosen

(this is a required upload)



### COMING SOON! EXHIBIT HALL FLOORPLAN & BOOTH ASSIGNMENTS







Please download the DMEC Solutions Marketplace floor plan for your records. Space assignments will be sent at the end of January.

DMEC Solutions Marketplace Floor plan



# EXHIBITOR KIT & ELECTRICAL/INTERNET ORDER FORMS



### **EXHIBITOR KIT & ELECTRICAL/INTERNET ORDER FORMS**





Curtin Convention & Expo Services, Inc has been selected as the official contractor for the 2024 DMEC FMLA/ADA Employer Compliance Conference.

The exhibitor kit with online account log in information will be emailed directly to all exhibitors from the Curtin Support Team

You may also download the exhibit kit using the link below.

Please note the following important dates (see exhibit kit for other deadlines):

- Feb. 21-March 21 Curtin Advance Warehouse Open for Exhibitor Shipments.
   \*Advance shipments accepted between the hours of 8:00 am 4:00 pm Monday-Friday only. Closed weekends and holidays. Shipments received after the advance receiving deadline will be charged a 25% late fee plus a transit charge.
- March 4 Curtin Discount Deadline
- March 25 Direct to Show Site Shipments (12:30-5:00 pm only)

Access the exhibit kit and other order forms below:

- Curtin Exhibitor Services Kit
- Encore Order Form
- Sheraton Dallas Internet Order Form



## LEAD RETRIEVAL ORDER INFORMATION



### **NEW! LEAD RETRIEVAL ORDER INFORMATION**

Complete Task



Please click the button below to download the Lead Retrieval order information.

Questions regarding Lead Retrieval should be directed to TSL at orders@tsleads.net or 515.370.0871.





### **CONFERENCE REGISTRATION**







Your organization receives the following registration as an Exhibitor of the 2024 DMEC Employer Compliance Conference.

- · 2 Complimentary Full Conference Registrations
- 4 Exhibitor Only Registrations

The registrations above are complimentary, however, we do require that all attendees complete a registration form by February 8, 2024.

In order to attend the 2024 DMEC FMLA/ADA Employer Compliance Conference:

- Visit the 2024 FMLA/ADA Employer Compliance Conference Registration Form and log in to your DMEC portal.
- 2. Select "Attendee" OR "Exhibit Only Pass" as your registration type and select the "next" button.
- 3. Answer the required event questions and select the "My Cart" button.
- 4. Enter "CC24\_EXHIBITOR" in the code box and select the "Apply" button. This will discount your registration to \$0.
- 5. Review your cart and select the "Submit" button.
- Watch your inbox for your registration confirmation email.

NOTE: COMPLIMENTARY EXHIBITOR/SPONSOR CODES CANNOT BE USED DURING A GROUP REGISTRATION. USE THESE CODES FOR INDIVIDUAL REGISTRATIONS ONLY.

If you have any questions regarding your registration, please contact Stephanie Kappus at skappus@dmec.org

The registrations above are complimentary, however, we do require that all attendees complete a registration form by February 8, 2024.

Check your portal for specific conference registration instructions and available complimentary registrations. Complimentary registrations are dependent on purchased exhibit space and sponsorships.



My team has completed our exhibitor registration(s) for the compliance conference. \*







## PARTNER SPONSOR CLIENT REGISTRATION

Partner Sponsors have the opportunity to provide employer clients with a discounted registration rate via a discount code. Log in to your portal for detailed information.



### PARTNER SPONSOR CLIENT REGISTRATION FORM





DMEC appreciates your support of our 2024 DMEC Compliance Conference. As a Partner Sponsor of the conference, you have the benefit of providing your employer clients a discounted registration rate for the conference.

The partner client registration promo code below provides at \$50 discount on the current employer member and employer non-member registration rates.

Please share the registration discount code "CC24\_PARTNERCLIENT" with your clients. Clients can visit the 2024 FMLA/ADA Employer Compliance Conference Registration Form and log in to their DMEC portal to register using the code to receive the discounted rates above.

#### Please note:

- These registration rates will be honored until online registration closes on 03/14/2024.
- These rates are for clients of your company only and not for internal employees within your organization.
- These rates cannot be applied to registrations that have already been processed and paid.



I have viewed and understand the guidelines regarding the discounted client registration form for the 2023 FMLA/ADA Employer Compliance Conference. \*







### PARTNER SPONSOR EVENT EMAIL RELEASE



DMEC will provide a one-time use email list of registered, opted-in 2024 DMEC Employer Compliance Conference attendees for the sole purpose of inviting attendees to an evening event.



#### Partner Sponsor Event Email Release

Each Partner Sponsor is responsible for ensuring that the DMEC policies regarding use of this list, as outlined below, are abided by within their own company. Email information will not be released until the Partner Sponsor provides detailed event information and this signed email release to DMEC. Events may NOT be held during scheduled DMEC events.

#### **DMEC Policies Regarding Use of List**

- The sole purpose of this listing is to provide a "one-time" outreach to attendees for the singular purpose of inviting the attendee to an
  evening event during the Compliance Conference. The email should NOT include session or booth information.
- This email list may not be freely disseminated among your staff, stored post-conference in databases or on computers/shared drives, and
  may not be used to promote your presentation, booth, attempt to schedule meetings, or other presence/activity at the conference.
- The email list is intended for "one-time use". If the person receiving the email does not respond to your initial invitation or declines the
  invitation, do not continue to follow up by email. If they do respond affirmatively, it is reasonable that you might keep in touch regarding
  food preferences and last-minute reminders.
- . Do not send out invitations by "cc" carbon copy; do not allow invitees to see the email address of others on the invitation list.
- Abide by all CAN-SPAM, CASL, and GDPR regulations including, but not limited to, use of your company's physical return address and optout mechanism.

If you should have any questions on use of this listing, please contact Stephanie Kappus directly at 800.789.3632, ext. 106.

By signing below, and returning your signed form, you are acknowledging that you understand and agree to the terms above.



#### AGREEMENT TO RULES AND REGULATIONS

Please sign below

☐ By signing below, the designated contact stated on this contract warrants that he/she has read, fully understands, and accepts the policies set forth by DMEC within the Partner Sponsor Event Email Release on behalf of the designated contact's organization.

Please type your full name on the line above.



Partner Sponsors have the opportunity to receive opted-in email addresses for the sole purpose of inviting attendees to a sponsored event. Log in to your portal for detailed information.



### **EXHIBITOR & SPONSOR SOCIAL MEDIA TOOLKIT**



DOWNLOAD EXHIBITOR & SPONSOR SOCIAL MEDIA TOOL KIT





Thank you for participating as an exhibitor or sponsor at the compliance conference. We encourage you to spread the word about your booth through your personal or professional social channels. Twitter, Facebook, and LinkedIn are great channels to promote your participation at the conference. Download our handy social media kit for ideas and tips to promote your participation.

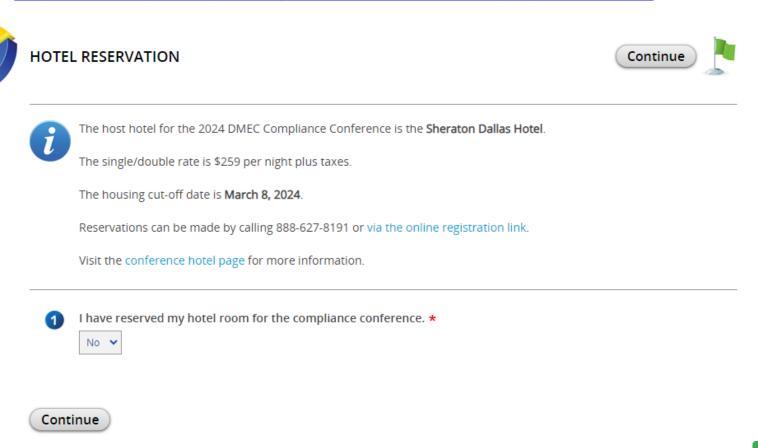
Exhibitor & Sponsor Social Media Tool Kit



# HOTEL RESERVATION – DUE MARCH 8TH

### Hotel reservations can be made online by visiting:

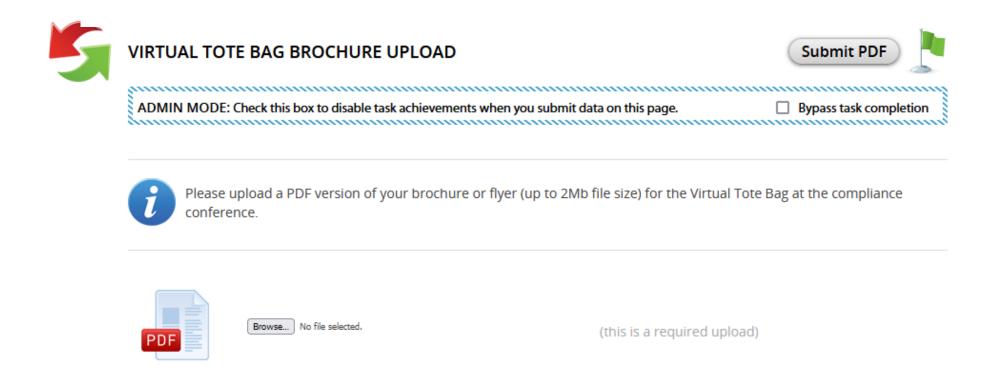
https://book.passkey.com/go/DMECFMLAADAEmployerCoalition\





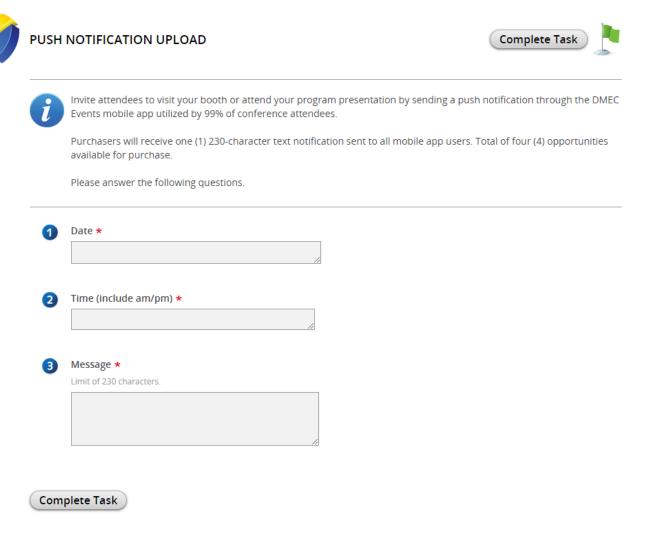
### VIRTUAL TOTE BAG UPLOAD (PARTNER SPONSORS)

Partner Sponsors have the option to upload a PDF for the mobile app Virtual Tote Bag.





## Push Notification Upload – (Must be Purchased)



This task will appear if you purchased a push notification as exhibitor add-on.



### **CONTACT INFORMATION**

- DMEC Exhibitor & Sponsor Questions
  - JoAnne Spitale, Senior Conferences Manager
    - jspitale@dmec.org
    - 800.789.3632 ext. 119
  - Stephanie Kappus, Conferences Manager
    - skappus@dmec.org
    - 800.789.3632 ext. 106
- Sheraton Dallas Hotel
  - Leslie Roberts, Sr Meeting & Event Manager
    - leslie.roberts1@marriott.com
    - **•** 214.922.0311

- Curtin Convention & Expo Services Inc
   Dianna Curtin, Director of Operations
  - dianna@curtinconvention.com
  - **4**15.883.7818
- Trade Show Leads (TSL)

Tom Schleisman

- <u>toms@tsleads.net</u>
- 515.370.0871

Sam Schleisman

- sams@tsleads.net
- **•** 515.391.0976
- orders@tsleads.net

