

2025 DMEC Annual Conference

Exhibitor & Sponsor Guidelines & Portal Instructions

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Important Dates

June 26, 2025

- Signed Event Terms of Participation Due
- Company Details Due (profile, description, contact information, logo etc.)
- Certificate of Insurance Due
- DMEC Quest Scavenger Hunt Question Due
- Prize Giveaway Information Due
- Exhibitor TSLeads Lead Retrieval Orders Due (if applicable)
 - **Discount Deadline: July 18, 2025**
- All Exhibitor/Sponsor Registrations Due
- National Partner Event Email Release Due (if applicable)
- Virtual Tote Bag Insert Due (if applicable)
- Push Notifications Due (if applicable)

July 14, 2025

- Curtin Discount Deadline

July 20, 2025

- Gaylord National Exhibitor Advance Pricing Deadline.

June 30 – July 30, 2025

- Curtin Advance Warehouse Open for Exhibitor Shipments
- Monday-Friday, 9:00 am-2:30 pm only
 - Any shipments delivered outside the above stated days and hours will incur overtime fees

July 11, 2025

- Deadline to reserve room at Gaylord National Resort and Convention Center.

Aug. 4, 2025 ONLY

- Direct shipments to show site
- Shipment hours 12:30-5:00 pm

DMEC Solutions Marketplace Schedule

Monday, August 4

- 12:30-5:00 pm Exhibitor Set Up
- 5:00-7:00 pm Opening Welcome Reception

Tuesday, August 5

- 7:00 am-6:30 pm DMEC Solutions Marketplace Open
- 7:00-8:00 am Coffee & Connections Break (Breakfast on Your Own)
- 9:15-10:00 am Coffee & Connections Break
- 12:00-1:30 pm Lunch
- 2:30-3:15 pm Confections & Connections Break
- 5:30-6:30 pm Happy Hour

Wednesday, August 6

- 7:00 am-3:15 pm DMEC Solutions Marketplace Open
- 7:00-8:00 am Coffee & Connections Break (Breakfast on Your Own)
- 10:15-11:00 am Coffee & Connections Break
- 12:00-1:30 pm Lunch
- 2:30-3:15 pm Confections & Connections Break (Prize Giveaways at 2:45 pm)
- 3:15-5:00 pm Exhibitor Tear-Down

Exhibitor & Partner Resources

- The Exhibitor & Partner Resources Website is the central location for all deadlines, resources, and links for you as an exhibitor at the 2025 DMEC Annual Conference.

[Exhibitor & Partner Resource Page](#)

Exhibitor & Sponsor Portal

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DMEC Exhibitor & Sponsor Portal

- All companies participating in the conference will log into the DMEC Exhibitor & Sponsor Portal to provide DMEC with required information and documents.
- System emails from jspitale@dmec.org or skappus@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.
- Pages 6-27 detail steps for completing the process in the portal.

Initial Information Email | Sample

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

Dear Melissa,

Welcome to the DMEC Exhibitor and Sponsor Portal! We are looking forward to your organization's participation in the 2023 DMEC Annual Conference being held at the Town and Country Resort, San Diego, California from August 14-17, 2023. 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 July 6, 2023.

Exhibitor and Sponsor Portal Log in

2023 DMEC Annual Conference Site:

URL: <https://www.conferenceharvester.com/harvester2ex/login.asp?EventKey=UHOCIOJY>

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.

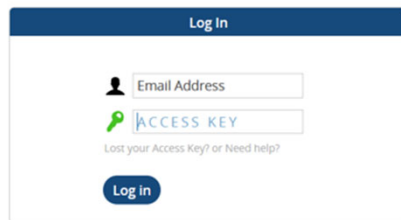
The [Exhibitor Resource Website](#) is the central location for all deadlines, resources, and links for you as an exhibitor. We encourage all sponsors to save this link to access updated information throughout the planning process for the conference. DMEC will assign booth locations in June and share them when those assignments are completed.

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.

The screenshot shows a login form titled "Log In" in a dark blue header. Below the header, there are two input fields: the first is labeled "Email Address" with a person icon, and the second is labeled "ACCESS KEY" with a green key icon. Below these fields is a link that says "Lost your Access Key? or Need help?". At the bottom of the form is a blue "Log in" button.

Questions? Conferences Manager:
Stephanie Kappus - skappus@dmecc.org / (800) 789-3632 x106

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

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.



Consent

☐ I have reviewed the privacy notice below and consent to the processing of my data. I am aware and I was informed that I may withdraw my consent at any time by completing the DATA SUBJECT CONSENT WITHDRAWAL FORM at <https://cadmiumcd.com/mydata>.

Sign your name

Please type your full name on the line above.

Task Checklist | Example

Completed task

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.

Continue

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

Edit Profile


 **EDIT YOUR PROFILE** Complete Task 

 Please update your contact information with this task

Your Name
Prefix
First Name *
Middle Initial
Last Name *
Suffix

Your Mailing Address
Address Line 1
Address Line 2
Address Line 3
City
State / Province
Zip / Postal Code
Country



Your Contact Details
Office Phone *
Cell Phone *
Fax
Email *

 Additional Contact


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

Company Details


- This task 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.

 **COMPANY DETAILS**
(task is due Thursday, February 9, 2023) Continue 

ADMIN MODE: Check this box to bypass any task settings by disabling the submit button [Click Here to disable settings](#)


 DMEC includes a directory of sponsor/exhibitors within its mobile app and onsite final program. This directory is also included on the conference website and provided electronically to registered attendees following the conference. Please complete the Exhibitor form below to provide your description and other applicable materials.

Sponsors/exhibitors limited to 50 words.

 **Company Name**
Please edit your company name below if it needs to be adjusted.
 *

Please edit your company name as it will be seen by attendees in event materials.
 *

Please edit the short version of your company's name below if it needs to be adjusted (for example, an acronym).
 *

 **Website**
Provide Website

Logo Upload



LOGO UPLOAD

(task is due Thursday, February 9, 2023)

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

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.



Certificate of Insurance Upload



UPLOAD YOUR CERTIFICATE OF INSURANCE

Your required 2023 COI (Certificate of Insurance) with DMEC listed as additional insured is due by February 9. COIs may be uploaded through this task, or emailed to skappus@dmecc.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 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.

Complete Task



COI

Choose File

No file chosen

(this is a required upload)

DMEC Quest Scavenger Hunt Question



DMEC QUEST SCAVENGER HUNT QUESTION

(task is due Thursday, July 6, 2023)

Continue



All exhibitors are asked to submit a question that you would like our attendees to be able to answer on our scavenger hunt, DMEC Quest. Attendees answering the question correctly will receive points toward qualifying for our grand prize giveaway on the last day of the conference. Questions should be easy for the attendees to answer as it is meant to draw traffic to the booth. All questions must have at least (2) answer choices and must have a correct answer. Questions can be in true/false, yes/no, or standard multiple choice format. Examples of questions: What year was the company founded? Where is the company headquarters located? What is the name of the product that the company offers?

DMEC Quest Question *

Answer 1 *

Answer 2 *

Answer 3

Answer 4

Correct Answer *

- This task cannot be completed until your booth # is assigned.

Prize Giveaway Participation



PRIZE GIVEAWAY PARTICIPATION

Continue



☐ I will not be participating in the Prize Giveaway.



Exhibitors have the opportunity to participate in a Prize Giveaway for attendees. Exhibitors will collect attendee names or business cards and draw the winner at a break during the conference. Please provide information regarding the item you plan to giveaway.

Please provide additional details on your giveaway below. If you are not planning to participate, you may opt out by clicking the checkbox above and clicking "Continue".

1

What is your giveaway? *

2

What is the value of your giveaway? *

Exhibitor Kit & AV/Electrical/Internet Order Forms



EXHIBITOR KIT & ELECTRICAL/INTERNET/AV ORDER FORMS

Continue



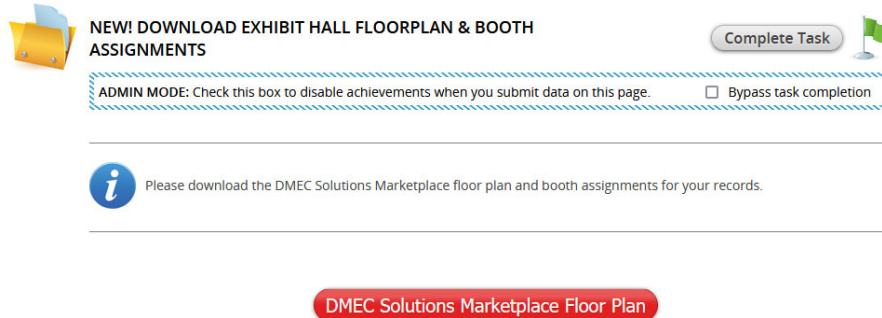
Curtin Convention & Expo Services, Inc has been selected as the official contractor for the 2023 DMEC Annual Conference. The exhibitor kit with online account log in information will be emailed directly to all exhibitors from the Curtin Support Team.

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

- Curtin Exhibitor Services Kit – Coming Soon!
- [Edlen Electrical Flyer & Edlen Electrical Order Form](#)
- [AVMS AV & Internet Flyer & AVMS AV & Internet Order Form](#)

Continue

Exhibit Hall Floorplan & Booth Assignments



NEW! DOWNLOAD EXHIBIT HALL FLOORPLAN & BOOTH ASSIGNMENTS

ADMIN MODE: Check this box to disable achievements when you submit data on this page. ☐ Bypass task completion

Please download the DMEC Solutions Marketplace floor plan and booth assignments for your records.

DMEC Solutions Marketplace Floor Plan

- Once our exhibit map is finalized, DMEC will begin the booth assignment process. Each exhibitor will be given the opportunity to provide their top 3 booth location preferences following a tiered system.
- Each exhibitor will receive an email from DMEC letting you know that the task is ready to complete. You will be asked to provide three preferred booth locations from those still available.
 - Please consider and provide any companies you prefer not to be placed next to. DMEC will assign booths based on the information provided in this task.
- Booth assignments will be shared once they've been completed. **This task must be completed no later than the deadline provided as booths will be assigned on the day following the deadline.**

Lead Retrieval Order Information



NEW! LEAD RETRIEVAL ORDER INFORMATION

Complete Task



ADMIN MODE: Check this box to disable achievements when you submit data on this page.

☐ Bypass task completion



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.

Download

Conference Registration

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



CONFERENCE REGISTRATION - EXHIBITOR (SINGLE BOOTH)

Continue



Your organization receives the following registrations as an exhibitor of the 2023 DMEC Annual Conference.

- 1 Complimentary Full Conference Registration
- 2 Complimentary Exhibitor Only Registrations

The registrations above are complimentary, however, we do require that all attendees complete a registration form by July 6, 2023.

In order to attend the 2023 DMEC Annual Conference:

1. Visit the [2023 Annual 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 "AC23_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.
6. 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@dmecc.org



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

No



National Sponsors Client Registration Information



NATIONAL SPONSOR CLIENT REGISTRATION INFORMATION

Continue



DMEC appreciates your support of our 2023 DMEC Annual Conference. As a National Sponsor of the conference, you have the benefit of providing your employer clients a discounted registration rate for the conference.

The national client registration promo code below provides a \$100 discount on the current employer member and employer non-member registration rates.

Please share the registration discount code "AC23_SPONSORCLIENT" with your clients. Clients can visit the [2023 Annual 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 registration closes on 08/3/2023.
- These rates are for employer 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 DMEC Annual Conference. *

No

- National 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.

National Sponsors Event Email Release

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



National Sponsor Event Email Release

Each National 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 National 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 Annual 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 opt-out 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 Sponsor Event Email Release on behalf of the designated contact's organization.

Please type your full name on the line above.

Exhibitor & Sponsor Social Media Toolkit



DOWNLOAD EXHIBITOR & SPONSOR SOCIAL MEDIA TOOL KIT

Complete Task



ADMIN MODE: Check this box to disable achievements when you submit data on this page.

☐ Bypass task completion

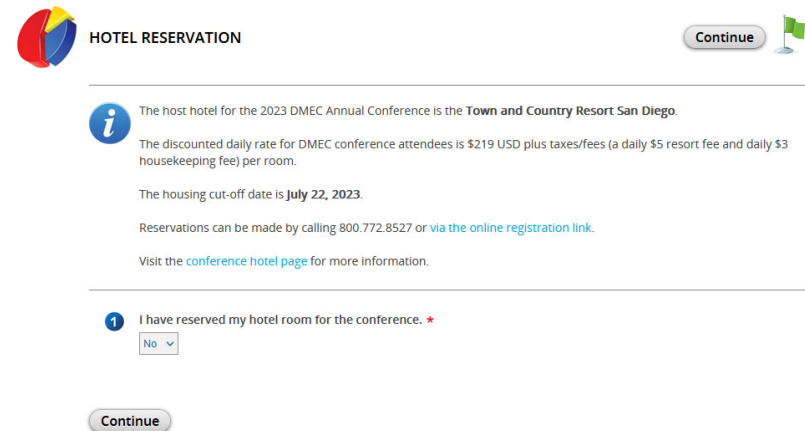


Thank you for participating as an exhibitor or sponsor at the Annual conference. We encourage you to spread the word about your booth through your personal or professional social channels. Twitter, Facebook, and LinkedIn are great channels to promote your participation at the conference. Download our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

Exhibitor & Sponsor Social Media Tool Kit

Hotel Reservation – Deadline July 11

- This task includes information on how to reserve a room at the Gaylord National Resort and Convention Center Washington, DC. Once your reservation is complete (or if you do not require a reservation), please mark this task as complete.
- **Please be sure to make all hotel reservations by the cutoff date July 11, 2025. We highly encourage speakers to book rooms no later than June 26, 2025, as the hotel is expected to sell out quickly.**



HOTEL RESERVATION Continue

i The host hotel for the 2023 DMEC Annual Conference is the **Town and Country Resort San Diego**.

The discounted daily rate for DMEC conference attendees is \$219 USD plus taxes/fees (a daily \$5 resort fee and daily \$3 housekeeping fee) per room.

The housing cut-off date is **July 22, 2023**.

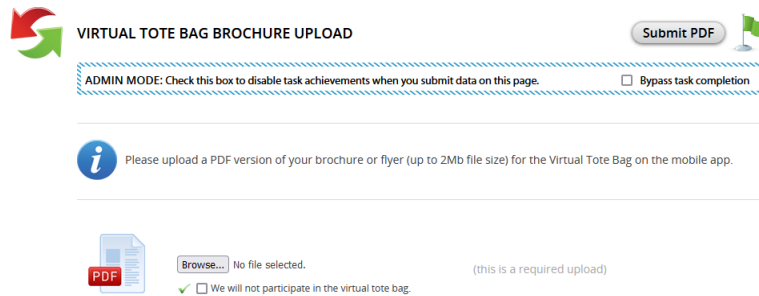
Reservations can be made by calling 800.772.8527 or [via the online registration link](#).

Visit the [conference hotel page](#) for more information.

1 I have reserved my hotel room for the conference. *

Continue


Virtual Tote Bag Upload (If applicable)



The screenshot shows a web interface for uploading a PDF brochure. At the top left is a red and green circular arrow icon. The title is "VIRTUAL TOTE BAG BROCHURE UPLOAD". To the right is a "Submit PDF" button with a green flag icon. Below the title is a dashed blue box containing the text "ADMIN MODE: Check this box to disable task achievements when you submit data on this page." and a checkbox labeled "Bypass task completion". Below this is an information icon (i) with the text "Please upload a PDF version of your brochure or flyer (up to 2Mb file size) for the Virtual Tote Bag on the mobile app." Below that is a PDF icon, a "Browse..." button, and the text "No file selected." followed by "(this is a required upload)". At the bottom, there is a checkbox with a green checkmark icon and the text "We will not participate in the virtual tote bag."

- Please upload a PDF version of your brochure or flyer (up to 2Mb file size) for the Virtual Tote Bag on the mobile app.
- This task cannot be completed until your booth # is assigned.

Push Notification Upload – Purchase Required

 **PUSH NOTIFICATION UPLOAD** Complete Task

i Invite attendees to visit your booth or attend your program presentation by sending a push notification through the DMEC Events mobile app utilized by 99% of conference attendees.

Purchasers will receive one (1) 230-character (including title) text notification sent to all mobile app users. Total of four (4) opportunities available for purchase. (*Text may be edited by DMEC marketing staff).

Please answer the following questions.

1 **Date ***

2 **Time (include am/pm) ***

3 **Title ***

Title included in 230 character limit.

4 **Message ***

Limit of 230 characters INCLUDING TITLE.

- 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@dmecc.org

Stephanie Kappus, Conferences Manager

- skappus@dmecc.org

- **Gaylord National Resort & Convention Center**

Stephanie Clemetson, Senior Event Manager

- stephanie.clemetson@gaylordhotels.com
- 301.965.3716

- **Gaylord National Resort & Convention Center | Exhibit Services & Electrical**

John Nyhart

- john.nyhart@gaylordhotels.com
- 301.965.3710

- **Encore**

- Charyssa Norris

- charyssa.norris@encoreglobal.com
- 1.301.728.5675

- **Curtin Convention & Expo Services Inc**

- Dianna Curtin, Director of Operations

- dianna@curtinconvention.com
- 415.883.7818

- **Trade Show Leads (TSL)**

- Tom Schleisman

- toms@tsleads.net
- 515.370.0871

- Sam Schleisman

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