



2016 Massachusetts Victim Rights Conference
April 22, 2016
REQUEST TO RESERVE EXHIBIT SPACE

The Massachusetts Office for Victim Assistance has arranged space for exhibits/resource tables that will help us raise awareness and provide information to a large and diverse audience. If you are interested in reserving exhibit space, please complete and return the bottom portion of this form, including a **brief description** of your agency and services by **Friday April 8th** to:

Massachusetts Office for Victim Assistance
One Ashburton Place Suite 1101, Boston, MA 02108
Phone: 617-586-1351 Fax: 617-586-1341
E-mail: MOVA@state.ma.us
Attention: Ashley DiFraia

PLEASE NOTE: There is no fee for exhibit space. An exhibitor wishing to attend the conference **MUST REGISTER FOR THE CONFERENCE** in addition to completing the Exhibit Table Request Form. Please be aware that space is limited therefore exhibit space will be on a first come first serve basis.

AS AN EXHIBITOR, YOU ARE RESPONSIBLE FOR:

- Setting up between **7:45 AM and 8:30 AM – Registration for the Conference starts at 8:15AM**
- Providing any special equipment for your exhibit (NOTE: Unfortunately, we cannot provide electrical outlets for media equipment.)
- Covering any costs associated with the exhibit
- Staffing of the exhibit (if needed). **Please note:** there will be designated break for the exhibit tables between **10:45 am and 11:15 am**
- Ensuring the safety of any materials or items associated with your exhibit.
- Removing all materials by **3:00 PM.**

You will receive confirmation upon receipt

2016 Massachusetts Victim Rights Conference – Exhibit Space

Organization: _____

Partner Organization(s) (if any): _____

Contact: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Email: _____

Please indicate if your exhibit requires: Half table Full Table Full Table with Partner Organizations

If you are sharing a table with other organizations, you must name those organizations.

PLEASE NOTE: MOVA reserves the right to change the space requested as needed

Brief description of your agency and services. Please note: this will be included in the event materials.

I have read the above requirements and understand my responsibilities as an exhibitor.

Signature _____