



United States
Department of
Agriculture

Farm and Foreign
Agricultural Services

Farm Service
Agency

1400 Independence
Avenue, SW
Washington, DC
20250

May 28, 2010

To: Organizations Attending the International Food Aid & Development Conference
From: /s/Diahna Carroll
Diahna Carroll, Conference Exhibit Coordinator
Subject: Requesting Exhibit Space at the International Food Aid & Development Conference (IFADC)

This year, the location for the USDA and USAID FADC will be at the Westin Crown Center Hotel in Kansas City, Missouri.

The application deadline is June 30, 2010. Conference attendance has grown significantly during the past several years, and for that we are pleased. If more requests for exhibit space are received than is available, requests will be honored on a first-come, first-serve basis. We will do everything we can to accommodate as many requests as possible.

We are looking forward to another successful conference and we appreciate your role in making it beneficial to all conference participants. If you have questions, please call Diahna Carroll at 816-926-6451.

Exhibitor Guidelines

The Westin Crown Center Hotel requires that shipment and storage for large loads be made with an off-property exhibit company for delivery on move-in day and removal on move-out day. For other packages being sent directly to the hotel, a handling charge will be attached. Once you arrive, the Westin shipping and receiving department will assist you in the coordination of your shipment and delivery to your meeting room. If you have any questions regarding the shipment of your packages or if you need to make special arrangements, please contact the hotel's Purchasing Department, telephone 816-474-4400.

Exhibit room location: Westin Crown Center Hotel
1 Pershing Road
Kansas City, Missouri 64108

Rooms: Pershing North and South
These rooms are adjacent to the general session's ballroom

Exhibit Setup: Monday, August 2nd 1:00 PM – 5:00 PM
Tuesday, August 3rd 6:00 AM – 7:00 AM
Exhibit Tear Down: Wednesday, August 4th 5:30 PM – 7:00 PM



Exhibits may be open when the conference general session is not ongoing.

The hotel does not permit cooking or the distribution of cooked or uncooked food on open plates/trays in the exhibit room. The hotel does permit the distribution of pre-packaged foods in their original, small sized and unopened packaging.

Application for Exhibit Space
USDA/USAID International Food Aid & Development Conference
August 2-4, 2010

The cost for exhibiting will be \$200.00 for **each** 6-foot skirted table with 2 chairs or a floor model display. Specify your exact electrical requirements.

I do need electricity. I do NOT need electricity.

Contact Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Email: _____

Deadline for Application: Monday, June 30, 2010
Fax Application to 816-823-4034, Attention: IFADC, Diahna Carroll

If you have any questions, contact Diahna Carroll at 816-926-6451 or
Diahna.Carroll@kcc.usda.gov

Signature

Date

Each exhibiting organization will be responsible for securing their equipment, supplies, and/or materials. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its owner and its management company, as well as their respective agents, servants and employees from any and all such losses, damages, and claims.