



## 2018 Angels in Adoption® Advocacy Fair

The Congressional Coalition on Adoption Institute (CCAI) cordially invites you to participate in our annual Angels in Adoption® Advocacy Fair. The Advocacy Fair will take place on **Monday, September 24, 2018** at The Liaison Capitol Hill, located at 415 New Jersey Ave NW, Washington, DC 20001. This year 150 Angels in Adoption® will be honored and most will bring their families and friends to this event. The Advocacy Fair will enable your organization to reach out to distinguished individuals in the field of adoption and foster care and have your mission heard by those individuals who have made a tremendous impact in the field.

### EVENT DETAILS

- Date: Monday, September 24, 2018
- Location: The Liaison Capitol Hill (415 New Jersey Ave NW, Washington, DC 20001)
- Room: TBD
- Time: 9:00am – 11:45am EST

### CONTACT

Erika Brigantti, *CCAI Policy and Programs Associate*

Email: [erika@ccainstitute.org](mailto:erika@ccainstitute.org)

Office: (202) 544-8500 / Mobile: (910) 297-1739

### SETUP

Each organization will have one (1) six-foot table available for their use and two chairs. Table assignments will be given upon arrival. The room will be open for set up at 8:00 am EST. Please note that your table must be set up by 8:45am EST.

### TIPS FOR A SUCCESSFUL EXHIBIT TABLE

- ✓ Include a sign, display, or stand-alone banner in which your organization name is clearly visible.
- ✓ Have take-away information available that details your organization's mission, goals, initiatives, special programs, etc.
- ✓ Include a sign-up sheet for individuals interested in receiving more information or to join your mailing list.



## 2018 Angels in Adoption® Advocacy Fair Exhibitor Participation Agreement

Please complete this form and submit via email to [erika@ccainstitute.org](mailto:erika@ccainstitute.org) or fax to (202) 544-8501 **on or before August 15, 2018.**

### EXHIBITOR INFORMATION

Organization Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Booth Attendee(s): \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### ORGANIZATION DESCRIPTION

Please write a brief description below to include in fair program:

### AGREEMENT

- My organization understands that it is permitted and encouraged to distribute free-giveaways and brochures highlighting the mission and achievements of the organization.
- My organization understands that the fair participants will receive signatures at each booth in order to be entered into a raffle drawing at the conclusion of the event.
- My organization agrees that all hotel accommodations, parking and transportation arrangements must be handled and paid for by my organization.

**I have read and agreed to the aforementioned agreement.**

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
e-Signature

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