

OCTOBER 13-14, 2025

ESSENTIALS EXPRESS



OCTOBER 14-15, 2025

WESTERN REGIONAL CONFERENCE

JW MARRIOTT | ANAHEIM, CA

EXHIBITOR INFORMATION

TABLETOP EXHIBIT SPACE **\$2000**

Exhibits at this event are limited to tabletop space only, please no booths. The table will be skirted and 2 chairs per table will be provided along with electricity access. Due to limited floor space each company may have 1 sign/banner less than 4' wide. Tabletop exhibit locations will be assigned at the event.

Exhibit payment of \$2,000 is due by Friday, September 26, 2025.

REGISTRATION

All attendees must register for the conference and are eligible for the \$1,045 "member" rate. [Click here](#) to register.

HOTEL RESERVATIONS

ESSENTIALS EXPRESS and Western Regional Conference will be held at the JW Marriott in Anaheim, CA. [Click here](#) to reserve online.

CONFERENCE PARTICIPATION

Registered conference attendees are encouraged to attend and participate in all business sessions. In addition, registered exhibitors should plan to attend the networking events in the exhibit area, including the evening receptions on Tuesday and Wednesday.

WEBSITE LISTING, EVENT APP & DIGITAL SIGNAGE

The Society will include your company's logo and description on the event website and app (limit 100 words). We will also include your logo on the digital signage.

YOUR EXHIBIT PACKAGE INCLUDES:

- 6' table-top display*
- Recognition throughout the conference
- Listing in the program app & event website
- Pre- & post-conference registrant list (one week before and one week after event)
- Complimentary Wi-Fi service is available throughout the meeting area

** Exhibits at the event are limited to tabletop space only, no booths. Exhibit space location will be assigned on site.*

RECOGNITION THROUGHOUT THE CONFERENCE

Your company and/or staff in attendance will be introduced as exhibitors during the opening remarks at the events. In addition, exhibiting companies will be acknowledged in the Society's slide presentation.

GIVEAWAY/RAFFLE

You are welcome to have a giveaway at your table (recommended quantity of 150) and we encourage you to collect business cards and offer a raffle prize.

REGISTRANT LIST

The pre-conference registrant list will be sent to the primary exhibitor contact approximately one week prior to the conference. The post-conference list will be sent approximately one week after the program ends. Both lists are to be used solely in connection with the event for purposes of engagement.

Additional information can be found in the [Exhibitor FAQs](#) (page 4).

ENHANCE YOUR EXHIBIT SPACE PRESENCE WITH THESE OFFERS:

Tote Bag Insert **\$500**

Exhibitors can insert a thought leadership piece or branded gift in the official conference tote bag at a 50% discount!

Digital Program Ad **\$2000**

Exhibitors are invited to run a video (up to 30 seconds) or static ad on our digital signage that will play throughout the program.

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EXHIBIT HALL HOURS & EVENTS

(these are approximate, final program schedule TBD)

Sunday, October 12 Exhibit set up Starting at 6:00 pm
(We will let you know closer to the start of the event if exhibitors can set up earlier than 6:00 pm)

Monday, October 13

Exhibit set up	before 7:15 am
Breakfast	7:15 am – 8:45 am
Exhibit open	7:15 am – 6:00 pm
Morning break	10:45 am – 11:15 am
Afternoon break	3:05 pm – 3:25 pm
Networking reception	5:15 pm – 6:30 pm

Tuesday, October 14

Breakfast	7:15 am – 8:45 am
Exhibit open	7:15 am – 6:00 pm
Morning break	10:35 am – 11:00 am
Afternoon break	3:15 pm – 3:30 pm
Networking reception	5:30 pm – 7:30 pm

Wednesday, October 15

Breakfast	7:30 am – 9:00 am
Exhibit open	7:15 am – 2:00 pm
Morning break (bingo/raffle announcements)	10:10 am – 10:25 am
Lunch	11:50 am – 1:30 pm

SHIPPING INFORMATION

Materials should arrive between **Wednesday, October 8, 2025, and Friday, October 10, 2025**. Exhibit table set up is in the Foyer from 6pm to 11pm on Sunday, October 12, 2025. We will advise if we can have access to set up earlier.

Hotel receiving/storage charges may apply.

EXHIBIT MATERIALS SHOULD BE SENT TO:

Society for Corporate Governance ESSENTIALS Express 2025

ATTN: "Name of on-site contact" / "Exhibit Company Name"

JW Marriott Anaheim Resort

1775 S Clementine Street

Anaheim, CA 92802

c/o EXHIBITOR CONTACT NAME with X GROUP

Hold for: 2025 Essentials Express/ October 12 – 15, 2025

****Use the shipment form provided****

TOTE INSERT SHIPPING: Please send a quantity of 150 to arrive by Friday, October 10, 2025.

Label the box: **Essentials Tote Insert – ATTN: Jessica Cocuzza.**

IMPORTANT DATES TO REMEMBER

September 19

Deadline to reserve
hotel stay under
Society's room block

September 26

Deadline to apply and
submit payment for
exhibit space

September 26

Deadline to submit your
company's logo and
description

October 10

Deadline for hotel to
receive exhibitor materials
and tote bag inserts

October 13

Program begins, exhibit
hall opens

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EXHIBITOR COMMITMENT & PAYMENT FORM

SUBMIT BY SEPTEMBER 26, 2025

The undersigned makes a commitment to the Society for Corporate Governance Essentials Express and Western Regional program in Anaheim, CA on October 13 – 15, 2025 as follows:

☐ **\$2500 for Table-top Exhibit at ESSENTIALS**

Includes table-top exhibit space (one 6' table and two chairs), listing in the event website and event app, recognition throughout the conference, and pre- and post-conference registrant list.

EXHIBIT COMPANY INFORMATION *(for website and mobile app listing)*

Company: _____

Address: _____

City, State, Zip: _____

Website: _____

PRIMARY EXHIBIT CONTACT *(person designated to receive exhibitor information emails, updates & registrant/attendee list)*

Name _____

Company _____

Address _____

Email _____ Phone _____

ALTERNATE EXHIBIT CONTACT *(Optional)*

Name _____

Email _____ Phone _____

BOOTH PAYMENT INFORMATION

(Please note: Payments made via credit card will be subjected to a 3.5% processing fee. [Click here](#) for our ACH/Wire instructions.)

☐ I request an invoice to process this payment.

☐ Check in the amount of \$ _____ (check # _____)

☐ Charge \$ _____ to ☐ AmEx ☐ Visa ☐ MasterCard ☐ Discover

Name _____ Signature _____

Account # _____

Expiration Date _____ Security Code _____

EXHIBIT HALL BINGO: Would your company be interested in donating a prize to bingo winner? ☐

NEXT STEPS: LOGO & COMPANY DESCRIPTION *(for website and mobile app listing)*

Please also attach your company's vector logo in EPS format OR a high resolution (300 dpi or greater) JPG or PNG file, along with your company's description (100 words or less) or email to jcuczza@societycorp.gov by Friday, September 26, 2025.

Previous exhibitors: If you exhibited at another one of our events in 2025 and would like to use the same logo and description, check here. ☐

SUBMIT THIS APPLICATION & PAYMENT BY FRIDAY, SEPTEMBER 26TH TO:

Jessica Cocuzza | jcuczza@societycorp.gov

or mail to: Society for Corporate Governance, 52 Vanderbilt Avenue, Suite 510, New York, NY 10017

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EXHIBITOR FAQs

POTENTIAL EXHIBITORS

What is the difference between ESSENTIALS and ESSENTIALS Express?

ESSENTIALS for Corporate Governance is a 3-day seminar held yearly in Florida in late January/early February. ESSENTIALS is the Society's signature educational conference geared towards basics or a refresher of the corporate secretarial function and practical solutions to everyday problems. ESSENTIALS Express, a condensed version of ESSENTIALS, is held in the Fall, usually in the Central or Western US, and is an alternate option for people who cannot make it to the 3-day ESSENTIALS program.

How many attendees are expected at ESSENTIALS Express and Western Regional?

We are expecting approximately 150-200 attendees for this event.

What are the benefits of exhibiting at this event?

Exhibitors will receive the pre- & post-conference registrant list; discounted registration at the member rate; promotion on the program app, website, and digital signage; and the unique opportunity to network with the next generation of governance professionals in an intimate setting.

Are registration passes included with the purchase of exhibit space?

No, registration passes are NOT included with the purchase of exhibit space. However, all registrants from an exhibiting company can register at the member rate of \$1045.

Can you share the attendee list from last year's program?

We do not share the attendee list from the previous programs.

Can you share exhibitors from the 2025 ESSENTIALS Express program?

We do not share the exhibitor list from the previous programs.

Is there a floorplan of the exhibit hall?

Yes. The floorplan will be available soon.

Is electricity included with the purchase of exhibit space?

Yes, if electricity is required for your exhibit space, we will provide at no cost to the exhibitor. Please let us know in advance if electricity is required when purchasing your exhibit space.

Where can I find the program agenda?

[Click here](#) to view the full program agenda.

Will there be a conference app?

Yes, the conference app will be available to all attendees approximately 1-2 weeks prior to the start of the conference.

How do I learn more about the sponsorship opportunities for this event?

Please contact Jessica Cocuzza jcocuzza@societycorp.gov to learn more available sponsorship opportunities for this event.

EXISTING EXHIBITORS

How do I register exhibit booth staff?

Please [click here](#) to register your exhibit booth staff. You must select "Exhibitor" in the registration category to take advantage of the exhibitor rate.

How do I reserve hotel stay for exhibit booth staff?

Please [click here](#) to reserve the hotel.

Can I order a monitor for my exhibit space?

Yes. Please email Jessica Cocuzza jcocuzza@societycorp.gov and let her know if you require a monitor for your exhibit space. She will connect you with our on-site A/V team.

How will I know my exhibit space location?

Your exhibit space will be assigned on-site. Your location will be indicated on the tabletop in the Exhibit Hall.

Can I include a backdrop or more than one banner at my exhibit space?

No. Due to limited floor space, we ask that you only have one sign/banner less than 4' wide.

When will I receive the pre-conference and post-conference attendee list?

You will receive the pre-conference registrant list one week prior to the event. The post-conference attendee list will be sent one week post event.

Will you be sending updated pre-conference registrant list closer to the date of the conference?

No, we only plan to send one pre-conference registrant list. Any new registrants added after the list is sent can be viewed on the conference app.

Where do I ship my exhibitor materials?

Materials should arrive on or before Friday, October 10 2025, but not before Wednesday, October 8 2025. Exhibit table set up is in the Foyer from 6pm to 11pm on Sunday, October 12, 2025. We will advise if we can have access to set up earlier. Hotel receiving/storage charges may apply.

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When can I begin setting up my exhibit space in the exhibit hall?

Set up is currently scheduled to begin on Sunday, October 12 at 6:00 pm. We will let you know closer to the start of the event if exhibitors can set up earlier than 6:00 pm.

Will there be Exhibit Hall Bingo at ESSENTIALS? How do exhibitors participate?

Yes. Exhibit Hall bingo is back for ESSENTIALS! Exhibit Hall Bingo is a fun way for attendees to connect with exhibitors and increase traffic in the exhibit hall. Each exhibiting company will be given a letter stamp (provided by Society) to use when a player presents them with their Bingo card at their booth. They should stamp the card in the appropriate location on the card. The player must collect 7 letter stamps from different exhibitors to spell out the word **SOCIETY** by Thursday morning.

We encourage all exhibitors to participate and donate a prize for the bingo game. See below for suggested prizes. Bingo prize drawings will be done during the Thursday morning break in the exhibit hall. Please let me know if you plan to participate. More details to come as we get closer to the time of the event.

Can I conduct a giveaway or raffle at my table?

We encourage all exhibitors to have a giveaway at their table (recommended quantity of 150) and we also welcome exhibitors to offer raffle prizes.

What kind of giveaways do exhibitors typically have at this event?

Exhibitors will typically have branded items such as mobile phone gadgets/accessories, socks, hats, tumblers, water bottles, pens, drawstring bags, sunglasses, neck wallets, stationery, umbrellas, etc. If you have a question about an item you would like to provide, please feel free to reach out to Jessica Cocuzza jcocuzza@societycorp.gov.

What kind of bingo/raffle prizes are typically offered at this event?

In the past, exhibitors raffled off gift cards, smart home products, coolers, hiking accessories, designer accessories, electronic gadgets, wine/food baskets, etc. Raffle prizes do not have to be expensive in value. If you have a question about an item you would like to provide, please feel free to reach out to Jessica Cocuzza jcocuzza@societycorp.gov.

How will raffle prize winner(s) be notified that they won?

Announcements are scheduled to be held during the morning break on Thursday, October 15th. We will reach out closer to the time of the event for more details. Participating exhibitors are not required to announce their raffle prize winners at the event and can notify their winners as they see fit.

If my company plans to offer a raffle prize, does the item need to be available on-site at this event?

No. Exhibiting companies have the option of connecting with the raffle prize winner off-site to arrange delivery.

Can I purchase lead retrieval software for this event?

We are currently in the process of revising the lead retrieval offer to exhibitors. We will update exhibitors once more information is available. If you have any other questions, please contact Jessica Cocuzza jcocuzza@societycorp.gov.