

# Connect & Collaborate

A Conference Co-hosted by

**The Ohio ESC Association and The Management Council**  
September 11-12, 2017

## **Exhibitor/Sponsor Information Packet**

**Crowne Plaza Columbus North - Worthington**

6500 Doubletree Ave, Columbus, Ohio

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# Letter of Invitation

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June 27, 2017

Dear Education Partner:

**Join OESCA, OTESCA, and The Management Council as we actively engage our collective memberships in building the next generation of innovative educational thought leaders at the 2017 Connect & Collaborate Conference, September 11-12, 2017!**


This joint conference, including personnel from ESCs, ITCs, other regional providers and school districts, will be held at the Crowne Plaza Columbus Worthington, located at 6500 Doubletree Avenue, Columbus, OH 43229.

As you well know, conference sponsorship and tradeshow exhibition opportunities can introduce your company to new prospects as well as strengthen existing relationships. These opportunities also allow our members access to new and innovative solutions to the ongoing educational and operational challenges that face educational service providers and our client school districts. **It's a win-win situation for you, for our membership, and for the districts and students we all serve!**

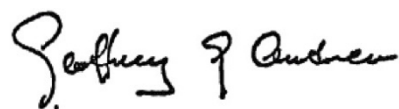
Additionally, **attached you will find a list of other sponsorship levels and openings**, and an exhibition application. Opportunities are available on a first come first serve basis – don't delay! You'll want to be part of this important conference and learning event. The deadline to register to exhibit at the Connect & Collaborate Conference is August 28, 2017.

Please join the ESC and ITC memberships as we **CONNECT & COLLABORATE** to drive improvement for all students regardless of where they live and attend school. We look forward to hearing from you soon. Should you have additional questions, please contact the OESCA office at (614) 846-3855 or via email at [info@oesca.org](mailto:info@oesca.org).

Sincerely,



**Craig E. Burford, Executive Director  
Ohio Educational Service Center Association**



**Geoff Andrews, CEO  
The Management Council**



# Sponsor Levels & Benefits

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The following sponsorship opportunities are available for the Connect & Collaborate Conference:

## Keynote Speaker Sponsor (1) - \$4,000

The Keynote Speaker Sponsorship includes the following benefits:

1. Acknowledgment on e-mail communications regarding the conference and OESCA quarterly newsletter to membership
2. Recognition of support in conference program Welcome Letter from OESCA Executive Director and The Management Council Chief Executive Officer
3. "Sponsored by" company name and logo noted in program agenda for sponsored event
4. Recognition of support prior to introduction of keynote speaker
5. Acknowledgement with company name and logo on sponsorship signs displayed during keynote presentation

## Lunch Sponsor (2) - \$3,500 each

The Lunch Sponsorship includes the following benefits:

1. Acknowledgment on e-mail communications regarding the conference and OESCA quarterly newsletter to membership
2. Recognition of support in conference program Welcome Letter
3. "Sponsored by" company name noted in program agenda for sponsored event
4. 5-Minute introduction & presentation at lunch
5. Acknowledgement with company name and logo on sponsorship signs displayed during lunch

## Conference Gift Co-Sponsor (1) – \$2,500

The Conference Gift Sponsorship must be reserved by July 14, 2017 and includes the following benefits:

1. Recognition of support in conference program Welcome Letter from OESCA Executive Director and The Management Council Chief Executive Officer
2. Logo/Name co-branded with OESCA and The Management Council on conference gift

## Members Reception Sponsor (1) – \$2,000

The Members Reception, a networking event attended by OESCA Executive Committee, The Management Council Board of Trustees, and conference attendees, will be held on Monday, September 11, 2017. The Members Reception Sponsorship includes the following benefits:

1. Acknowledgement on e-mail communications regarding the conference and OESCA quarterly newsletter to membership
2. Recognition of support in conference program Welcome Letter from OESCA Executive Director and The Management Council Chief Executive Officer
3. Acknowledgement with company name and logo on sponsorship signs displayed during reception event

## Conference Breaks Sponsor (3) – \$1,200 each

The conference breaks are on September 11 & 12, 2017 – two in the morning and one in the afternoon. Conference Break Sponsorship includes the following benefits:

1. Acknowledgment on e-mail communications regarding the conference and OESCA quarterly newsletter to membership
2. Recognition of support in conference program Welcome Letter from OESCA Executive Director and The Management Council Chief Executive Officer
3. Acknowledgement with company name and logo on sponsorship signs displayed during break

**NOTE:** For OESCA business members, sponsorship fees are in addition to annual Business Member dues unless otherwise agreed upon.

# Connect & Collaborate Conference Exhibitor/Sponsor Application

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Information provided here will be used in the Conference Program.

Please enter information exactly as it should appear.

**Deadline for Exhibitor Application: August 28, 2017**

Contact Person: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Company Phone/Mobile Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Description of organization to be used in Conference Program:

**Yes! We would like to exhibit** on September 11-12, 2017! My organization is...

An OESCA Business Member: Exhibitor Fee Waived

Power Required at Booth?  Yes  No

Not an OESCA Business Member: Exhibitor Fee \$575

Power Required at Booth?  Yes  No

## Important Information

**Booth Details:** Each Exhibitor Registration guarantees 1 table, 2 chairs, one conference packet and **two tickets** for all meal events September 11-12, 2017. **Exhibitors will be charged an additional fee of \$25.00 per person if more than two (2) representatives attend the meal events.** Space dimensions are approximately six (6) feet wide by four (4) feet deep.

**Set-Up:** Exhibition set-up will take place Sunday, September 10th after 7:30 p.m. and Monday, September 11th from 7-8:30 a.m.; booths must be cleared by 4:00 p.m. Tuesday, September 12, 2017.

**Hotel Reservations:** Hotel reservations are made independently by calling 866.309.1866 or 614.885.1885 and referencing the reservation Room Code: EDU - Room block will be held until August 21, 2017.

**Shipments:** Exhibitors who wish to ship materials prior to the conference are required to notify the hotel 1 week in advance. The Crowne Plaza will accept shipments 3 days in advance of the event. **Please label with the name of the function (Connect & Collaborate Conference) and the date of the function – (September 11-12, 2017).**

**\*\*Exhibitor Name Badges (Required for Each Exhibitor)\*\***

Exhibitors are invited to participate in the conference each day as a participant to promote interaction with conference attendees.

Name	Title	Food Allergy?

**Yes! We would like to sponsor** an event! *(Choose from the below)*

- Keynote Speaker Sponsor: \$4,000
- Lunch Sponsor: \$3,000 each
- Conference Gift Sponsor: \$2,500
- Members Reception Sponsor: \$1,500
- Conference Break Sponsor: \$1,200 each

I have read and reviewed the Connect & Collaborate Conference Exhibitor/Sponsor Packet. I agree and am authorized by my organization to participate and exhibit in the Connect & Collaborate Conference and understand the monetary level of participation.

I agree to abide by the OESCA Exhibitor Rules and Regulations, as attached.

By my signature, I warrant that I have the authority to enter into this agreement on behalf of my organization and hereby agree to the terms set forth in this agreement.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Space is limited so register early and secure your spot!

**Please remit application by August 28, 2017 to:**  
Connect & Collaborate Conference Exhibitor Registration  
OESCA  
8050 North High Street, Suite 150  
Columbus, Ohio 43235  
or [info@oesca.org](mailto:info@oesca.org)

# Exhibitor Rules, Regulations and Terms

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Exhibitor rules, regulations and terms for OESCA events are outlined below:

1. **FAILURE TO MAKE PAYMENT:** Should Exhibitor fail to make any scheduled payment by the specified date, OESCA reserves the right to consider, as its sole option, said failure to be a cancellation of Exhibitor's contract. Under such circumstances, OESCA shall have the absolute right to sell, use or otherwise dispose of Exhibitor's space in any manner deemed appropriate by OESCA without any liability whatsoever to Exhibitor. Such cancellation by Exhibitor or failure to make payment shall entitle OESCA to recover liquidated damages as provided in Cancellations/Refunds below.
2. **CANCELLATIONS/REFUNDS:** Cancellations can be made in writing or by phone with OESCA approval. Any Exhibitor canceling booth space, in writing, one week prior to the start of each OESCA event, will receive a 50% refund. Any company canceling after such a date, forfeits the entire booth rental fee. If the Exhibitor does not occupy and exhibit the designated products in the exhibit space upon the opening of the Conference, and has not given OESCA the required notice of cancellation, OESCA shall have the right to use the exhibit space in such a manner as it deems in the best interest of the Conference and the company shall not receive a refund.
3. **EXHIBITS, ELIGIBILITY, ASSIGNMENT AND RELOCATION:** OESCA reserves the rights to determine the eligibility of any company or product for inclusion as an Exhibitor. Acceptance of this contract should in no way be construed as an endorsement by OESCA of either an exhibiting company or its products or services. Exhibitor understands and agrees that OESCA has sole discretion of the assignments of booths.
4. **CANCELLATION OF SHOW:** In the event that the Conference is cancelled because of reason beyond the control of OESCA, space rental fees or deposits already made will be returned to Exhibitors on a priority basis after all related Conference expenses incurred by OESCA, through the date of cancellation, have been met.
5. **EXHIBITS MOVING and REMOVAL of:** Exhibits may be moved into the hall beginning Sunday, September 10, 2017 at 7:30 pm and must be completely set up by Monday, September 11, 2017 at 8:30 am. All exhibit materials must be removed from the hall by 4:00 pm on Tuesday, September 12, 2017.
6. **SUBLETTING SPACE:** No Exhibitor shall assign, sublet, or apportion the whole or part of the space allotted to him, or them, or exhibit therein, any other goods, apparatus, etc. than those manufactured or sold by the Exhibitor in the regular course of business.
7. **INSURANCE:** OESCA shall not be liable for loss or damage of any article of equipment or property that Exhibitor may suffer during installation or removal, or during the exhibit itself, by reason of robbery, fire, accident or any destructive cause. Insurance must be placed by Exhibitor.
8. **CONFLICTING MEETINGS AND SOCIAL ACTIVITIES;** In the interest of success of the entire conference, Exhibitor agrees not to extend invitations to meetings, receptions, or other social events, or otherwise encourage conference attendee absence from the conference or Exhibit Hall during official hours. Exhibitor will notify management of all activities planned with conference attendees during the conference.
9. **FACILITY RULES:** Exhibitor agrees to comply with all rules and regulations prescribed by the management of the facilities and conference, meet all requirements of all local authorities, and obtain, at their own expense, any necessary permits, licenses or equipment, should any be required for the particular individual displays or exhibit of the Exhibitor.



Exhibitor agrees that failure to conform to all facility and city rules and regulations may result in the closure of its exhibits by OESCA. In addition to the prescribed facility rules, the Exhibitor agrees to make use of the exhibit space as described in the Exhibitor Contact and will not use any additional space without approval of OESCA staff. This includes, but is not limited to, wall space, floor space, and additional chairs and tables. All AV needs must be prearranged through, and only through, OESCA staff.

10. **PASSES FOR EXHIBITOR AND ITS EMPLOYEES:** Appropriate badges and identification will be furnished to Exhibitors and their employees by OESCA upon proper registration.
11. **VIOLATIONS:** If Exhibitor defaults in the performance of any term of this contract (inclusive of payment of fees, maintenance of insurance, and compliance with any and all rules and requirements concerning the use of Exhibit facilities) OESCA, at its options, may immediately terminate this contract. Upon such termination, exhibitor's rights and privileges under this contract shall terminate and OESCA shall have the right to possession of the space occupied by the Exhibitor and to remove all persons and goods, without any liability whatsoever to the Exhibitor. In addition, OESCA shall be entitled to recover any and all damages caused, in part or in whole, by such default, including liquidated damages. OESCA shall be entitled to pursue any and all appropriate remedies and to recover attorney's fees and costs.
12. **AMENDMENTS TO TERMS AND CONDITIONS:** Any and all matters or questions not specifically covered by the terms and conditions contained herein shall be subject to the sole discretion of OESCA. OESCA may, in its sole discretion, make reasonable changes, amendments, or additions to these terms and conditions. Any such changes shall be binding on Exhibitor equally with the terms and conditions contained herein.
13. **SUCCESSORS IN INTEREST:** This Agreement shall bind the respective parties and their successors in interest.
14. **GOVERNING LAW:** This Agreement shall in all respects be governed by the laws of the State of Ohio.