

Thank you for your support of the League for Innovation and the 2015 [STEMtech conference](#). This kit includes all of the resources necessary to prepare for the upcoming conference and exhibition.

Show Information

Conference Dates: November 1 - 4, 2015

Exhibition Dates: November 1 - 3, 2015

Conference Facility: Arizona Grand Resort and Spa
8000 South Arizona Grand Parkway
Phoenix, AZ 85044
Phone: (602) 438-9000

Important Information

- Exhibition will take place in Sonoran Sky Ballroom
- Ceiling height is 18'
- **Hall is carpeted**

Set-Up Hours

Saturday, October 31	1:00 – 7:00 PM	Exhibitor Registration and Move-In
Sunday, November 1	7:00 AM – 12:00 PM	Exhibitor Registration and Move-In

Exhibition Hall Hours

Sunday, November 1	3:15 – 4:15 PM 6:00 – 7:30 PM	Refreshment Break in the Exhibition Hall Opening Reception in the Exhibition Hall
Monday, November 2	11:30 AM – 1:00 PM 4:45 – 6:30 PM	Coffee Break in the Exhibition Hall Reception in the Exhibition Hall
Tuesday, November 3	10:15 – 11:15 AM 1:45 – 3:00 PM	Brunch in the Exhibition Hall Refreshment Break in the Exhibition Hall

Dismantle and Move-Out Hours

Tuesday, November 3	3:00 – 8:00 PM	Exhibitor Move-Out
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Primary Show Contact

Chris Hennessey - *Exhibition Hall*
League for Innovation
(480) 705-8200, x237
hennessey@league.org

Robin Piccirilli - *Ancillary Meetings*
League for Innovation
(480) 705-8200, x232
piccirilli@league.org

Official Show Contractors

GES Exhibition Services
General Contractor/Decorator
(800) 475-2098
Fax: (866) 329-1437
servicenter@gesexpo.com

American Audio Visual Center
Computer Rental/Audiovisual
(602) 431-6437
Fax: (602) 431-6546

Guide to the Exhibition - Required Items

The *Guide to the Exhibition* serves as a catalog of companies and organizations dedicated to serving the community college market, and a guide for educators looking for organizations that provide focused products and services to community college administrators, faculty, staff, and students.

The League for Innovation is committed to providing accurate information about exhibitors, especially the latest contact information, within the pages of the *Guide to the Exhibition*. However, accuracy depends on each exhibitor providing the League for Innovation the most up-to-date information before the *Guide to the Exhibition* goes to press. To do so, please follow the steps below:

1. Select Your Booth Space

By now, you should already have (a) selected and reserved your booth space, and (b) received a confirmation email from Chris Hennessey entitled [League 2015 STEMtech Exhibition Submission Link](#). **Your contact information, logo, description, classification, and complimentary exhibitor registrations will be uploaded via this link.**

2. Supply Your Contact Information

Follow the link in the confirmation email to complete your information and contact page. Fill out the form completely, including the name, title, address, phone, fax, email, and website for the person interested parties are expected to contact.

DO NOT RELY ON INFORMATION SUBMITTED FOR PAST CONFERENCES! To prevent errors from being printed in the *Guide to the Exhibition*, be sure to verify that all information on your contact page is accurate.

3. Supply Your Logo

Logos may be uploaded as a digital file ([Illustrator EPS](#) or [Grey Scale TIF](#)), but they must be black and white and high resolution **with a minimum resolution of 300 dpi**.

4. Provide Your Company Description

Please provide a brief description ([Platinum Corporate Partners - 100 words](#), [Gold Corporate Partners - 75 words](#), [Silver and Bronze Corporate Partners - 50 words](#)) about your products and services as you want them listed in the *Guide to the Exhibition*.

DO NOT include the contact information or website listed on your contact information form in the description.

5. Your Product/Service Classification Index

Select the categories that best describe your company's products and services.

6. Your Exhibitor Registration

Please register all participants. Each participant must be registered under **Full Conference Registrations** if he or she (a) plans to attend any sessions at the conference, and/or (b) plans to present a conference session representing your company or organization. Register participants WHO WILL ONLY WORK IN THE EXHIBIT HALL using the **Exhibit Hall Only Registrations** link.

Guide Materials and Exhibitor Registration Deadline:
Friday, September 4, 2015

ARIZONA GRAND

STEMtech 2015 will be held at the [Arizona Grand](#), an all-suite hotel nestled in a private desert oasis on the doorstep of the South Mountain Preserve.

The Phoenix area offers southwestern charm, world-class golf courses, restaurants with inspired cuisine, and stylish shopping centers. See you in the nation's sunniest metropolis and Arizona's urban heart for STEMtech 2015!

Hotel Rate

The [Arizona Grand](#) is currently accepting room reservations at a discounted rate of \$199* per night (single/double) for STEMtech 2015 participants. This special rate will be offered three days prior to and three days after the conference dates of November 1-4, 2015, subject to room availability at time of reservation. Mention the **STEMtech conference** when calling **1.877.800.4888** to secure a reservation in the conference block. There are a limited number of guestrooms available at the discounted conference rate.

*Hotel room rates are subject to applicable state and local fees and taxes (currently 12.27%) in effect at the time of check-out.

Cut-Off Date

The cut-off date for accepting reservations into the conference block is **September 29, 2015**. Reservation requests received after this date will be accepted at the hotel's prevailing rate based on availability.

Warning

STEMtech 2015 conference participants must make lodging reservations directly with the [Arizona Grand](#). DO NOT BOOK A HOTEL ROOM with companies such as Convention Expo Travel or Convention Housing Services. These companies are contacting conference participants directly and advising that they officially represent the conference.

These companies are IN NO WAY affiliated with STEMtech or the League for Innovation. The League for Innovation is not responsible for reservations made with these companies.

MAPS AND TRANSPORTATION

The Arizona Grand is conveniently located less than 10 minutes from Sky Harbor International Airport, and there are [numerous transportation options](#) available.

[Click here](#) for hotel location information.

VISITOR INFORMATION

[Visit Phoenix](#)
[Phoenix Travel Guide](#)
[Visit Arizona](#)

2015 STEMtech Conference Passport to the Exhibition

Increase booth traffic by participating in the 2015 STEMtech Passport to the Exhibition!

Conference participants bring their Passport to your booth for your unique stamp, providing you with valuable time to inform them about your products and services. Once conference participants collect all of their stamps, their Passport is part of a random drawing for great prizes.

The cost for your participation is minimal and includes all materials to participate (signage and stamp).

Participation levels:

- **Sponsoring Exhibitors'** booths are required stops for participants to complete their Passports and to become eligible for the drawings. Each sponsor receives the contact information for participants of the drawing and added exposure in all program materials and promotions, including your logo on the actual Passport and mention in all marketing and promotional materials for conference participants. *Limited to first six exhibitors to reserve.*

\$400 **OR** donation of a prize with a minimum value of \$500

- **Participating Exhibitors'** booths are required stops for participants to complete their Passport and to become eligible for the drawing.

\$100 **OR** donation of a prize with a minimum value of \$250

To sign up, complete and fax this form to Chris Hennessey at (480) 705-8201 **no later than Friday, September 4, 2015.**

Level of Participation:

Sponsoring Exhibitor ☐ \$400 ☐ Donation (specify below)
Participating Exhibitor ☐ \$100 ☐ Donation (specify below)

Exhibitor: _____ Booth #: _____

Contact: _____

Phone: _____ Email: _____

Method of Payment: ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Card #: _____ Expiration: _____ Sec Code _____

Cardholder Name: _____

Cardholder Signature: _____

Details of Donation: _____ Value: _____

Passport Deadline – Friday, September 4, 2015

Internet connections in the Exhibition Hall are provided through the League for Innovation.

Please complete and return this form to order internet access in the Exhibition Hall. Platinum and Gold Corporate Partners receive wireless internet service in the Exhibition Hall at no additional cost. There is a \$250 fee for wireless internet service in the Exhibition Hall for Silver and Bronze level Corporate Partners, as well as a \$400 fee for any Corporate Partner requiring a wired Ethernet line in the Exhibition Hall.

EXHIBITOR CONTACT INFORMATION

Company Name: _____ Booth #: _____
Billing Name: _____
Billing Address: _____
City/State/Zip: _____
Phone No: _____ Email: _____

PAYMENT INFORMATION

Please charge my: ☐ VISA ☐ MasterCard ☐ American Express

Credit card #: _____ Expiration date: _____ Sec code: _____

Name on card: _____

Signature authorizing payment: _____ Date: _____

Description of Service	Type	Order	Total Cost
Shared Internet Access: (Ethernet service includes a <u>single drop</u> in order to bring internet connectivity to your booth.) *See #3 below.	Wired	<input type="checkbox"/>	\$400
Wireless Internet Access: (Ethernet service includes a single connection to one access point using a standard network card that you provide.)	Wireless	<input type="checkbox"/>	\$250

☐ Check here if your onsite staff will need assistance from the League's Technical Support Team getting connected to the conference network in the Exhibition Hall.

TERMS AND CONDITIONS

All orders must be received by Thursday, October 15, 2015.

- Cancellations:** All cancellations must be **received in writing by October 15**. There is a **\$50 cancellation fee** for Ethernet services. After lines have been installed, **no credits will be given for services not used**.
- Orders/changes received within three days of show move-in **cannot be guaranteed** and will be performed in the order in which they are received after "on-time" orders are completed.
- Ethernet service includes a **single drop** (one computer) in order to bring the service to the booth in the most convenient manner. **This service does not include computer equipment.**
- The choice of Internet Service Provider (ISP) is at the sole discretion of the Hyatt Regency Denver and League for Innovation.
- Due to the nature of the internet, the League cannot guarantee any level of performance or accessibility beyond its gateway.

INSTRUCTIONS

Return form and payment to Chris Hennessey, League for Innovation, 1333 South Spectrum Boulevard, Suite 210, Chandler, AZ 85286, hennessey@league.org, or fax to (480) 705-8201.

Deadline: Thursday, October 15, 2015

Guide to the Exhibition Advertising Space Order

Published by League for Innovation, 1333 South Spectrum Blvd., Suite 210, Chandler, AZ 85286

Company _____

Contact _____

Phone _____ Fax _____

Email _____

If ad is to be submitted by an agency:

Agency _____

Contact _____

Phone _____ Fax _____

Size

	black and white ads only
Full-Page Ad	<input type="checkbox"/> \$1,500
Half-Page Ad	<input type="checkbox"/> \$1,100

Signature authorizing ad to be placed _____ Date _____

Payment Information

☐ Check enclosed ☐ Bill my company PO# _____ ☐ VISA/MC ☐ Amex

Card # _____ Expiration _____ Security Code _____

Cardholder Name _____

Cardholder Signature _____

Ad Specifications

- Finished ad sizes (black and white only) – full page 6.25" x 9.25" / half page 6.25" x 4.125"
- There will be no use of bleeds.
 - Electronic submission – compress using ZipIt or StuffIt and email to tracychurchill@cox.net **AND** hennessey@league.org. All fonts and artwork must be included with a Quark format file or an EPS file.
 - Fax submission – send ad proof to (623) 872-9173 **AND** (480) 705-8201.
 - All materials must be received by Friday, September 4, 2015.**

Cancellations will be accepted no later than 9/4/2015, after which full payment is required.

Email or fax to: Chris Hennessey, hennessey@league.org; fax: (480) 705-8201

Space and Materials Deadline – Friday, September 4, 2015



Sponsorship Opportunities

Educators at all levels, as well as campus wide technology system and eLearning leaders, will gather at the 2015 STEMtech conference to share best practices for increasing student success in science, technology, engineering, and mathematics (STEM), and explore technology's role in the teaching and learning processes.

Your sponsorship is an easy and affordable way to promote your products and services to a targeted professional audience. *All sponsorships are noted in the Conference Program, Guide to the Exhibition, and onsite signage.* Contact Christopher Hennessey at hennessey@league.org or (480) 705-8200, ext. 237, today to become a conference sponsor or advertiser.

All conference participants stop by the Conference Registration Desk to pick up their registration materials. The registration area is also the location of the popular 24-Hour Email and Internet Station, as well as the Hospitality Desk. The conference registration area is certain to experience high traffic volume.

Cost	Event/Material	Quantity Available
\$2,500	<i>Sunday Morning Coffee Break in the Registration Area</i> <ul style="list-style-type: none"> • Signage recognizing your company displayed during the break (sponsor provides artwork in accordance with deadlines) • Napkins with your company's logo (sponsor provides artwork in accordance with deadlines) • Complimentary half-page ad in the <i>Guide to the Exhibition</i> (sponsor provides artwork in accordance with deadlines) 	1

The Exhibition Hall will serve as the hub of the conference. Several special events taking place in the Exhibition Hall will generate high traffic volume, including the Sunday Opening Reception, Monday evening Reception, morning Coffee Breaks, and afternoon Refreshment Breaks.

Cost	Event/Material	Quantity Available
\$2,500	<i>Exhibition Hall Evening Reception (Sunday and/or Monday)</i> <ul style="list-style-type: none"> • Acknowledgement during preceding General Session (Sunday only) • Signage displayed in the Exhibition Hall during Reception (sponsor provides artwork in accordance with deadlines) • Napkins with your company's logo (sponsor provides artwork in accordance with deadlines) • Company logo and booth number on complimentary beverage tickets* • Complimentary booth upgrade • Complimentary full-page ad in the <i>Guide to the Exhibition</i> (sponsor provides artwork in accordance with deadlines) <i>*Unless beverage ticket sponsorship is sold separately.</i>	2
\$2,500	<i>Coffee Break</i> <ul style="list-style-type: none"> • Signage recognizing your company displayed during the break (sponsor provides artwork in accordance with deadlines) • Napkins with your company's logo (sponsor provides artwork in accordance with deadlines) • Complimentary half-page ad in the <i>Guide to the Exhibition</i> (sponsor provides artwork in accordance with deadlines) 	2
\$2,500	<i>Refreshment Break</i> <ul style="list-style-type: none"> • Signage recognizing your company displayed during the break (sponsor provides artwork in accordance with deadlines) • Napkins with your company's logo (sponsor provides artwork in accordance with deadlines) • Complimentary half-page ad in the <i>Guide to the Exhibition</i> (sponsor provides artwork in accordance with deadlines) 	3

General Sessions include keynote presentations by nationally recognized and thought-provoking leaders chosen for their ability to challenge our audience of administrators, faculty, IT workforce leaders, and corporate partners.

Cost	Event/Material	Quantity Available
\$5,000	<i>Opening General Session (Sunday)</i> <ul style="list-style-type: none"> • Brief speaking opportunity for corporate executive • Company logo in the <i>Conference Program</i> (sponsor provides artwork in accordance with deadlines) • Company logo on the conference keynote web page (sponsor provides artwork in accordance with deadlines) • Company logo on an introductory slide during the general session (sponsor provides artwork in accordance with deadlines) • Onsite signage recognizing your company (sponsor provides artwork in accordance with deadlines) • Complimentary booth space upgrade • Complimentary full-page ad in the <i>Guide to the Exhibition</i> (sponsor provides artwork in accordance with deadlines) 	1
\$2,500	<i>Closing General Session</i> <ul style="list-style-type: none"> • Brief speaking opportunity for corporate executive • Company logo in the <i>Conference Program</i> (sponsor provides artwork in accordance with deadlines) • Company logo on the conference keynote web page (sponsor provides artwork in accordance with deadlines) • Company logo on an introductory slide during the general session (sponsor provides artwork in accordance with deadlines) • Onsite signage recognizing your company (sponsor provides artwork in accordance with deadlines) • Complimentary booth space upgrade • Complimentary full-page ad in the <i>Guide to the Exhibition</i> (sponsor provides artwork in accordance with deadlines) 	1

All conference participants receive a conference bag containing the *Conference Program*, *Guide to the Exhibition*, and other conference materials.

Cost	Event/Material	Quantity Available
\$5,000	<i>Conference Participant Bag</i> <ul style="list-style-type: none"> • Company logo prominently displayed on the conference bags • Insert placed in conference bags (sponsor provides insert in accordance with deadlines) • Onsite signage recognizing your company (sponsor provides artwork in accordance with deadlines) • Complimentary booth space upgrade • Complimentary full-page ad in the <i>Guide to the Exhibition</i> (sponsor provides artwork in accordance with deadlines) 	1

All conference participants receive a *Conference Program* containing session, presenter, and general information. This exclusive sponsorship places your company's ad on the inside back cover of the *Conference Program* for maximum exposure throughout the conference.

Cost	Event/Material	Quantity Available
\$3,000	<i>Conference Program</i> <ul style="list-style-type: none"> • Complimentary full-page ad on the inside back cover of the <i>Conference Program</i> (sponsor provides artwork in accordance with deadlines) • Complimentary booth space upgrade 	1

All conference participants receive a *Guide to the Exhibition*, which helps them to locate and learn about exhibitors.

Cost	Event/Material	Quantity Available
\$2,500	<i>Guide to the Exhibition</i> <ul style="list-style-type: none"> Complimentary full-page ad on the inside back cover of the <i>Guide to the Exhibition</i> (sponsor provides artwork in accordance with deadlines) Complimentary booth space upgrade 	1

Everyone depends on directional aisle signs to effectively navigate around the Exhibition Hall floor. Increase your company's brand by displaying its logo on aisle signs. Standard 4' x 8' double-sided aisle signs let participants see your logo every time they look up. Visibility outside your booth doesn't get any better than that!

Cost	Event/Material	Quantity Available
\$2,500 for six aisle signs	<i>Aisle Signage</i> <ul style="list-style-type: none"> Complimentary full-page ad in the <i>Guide to the Exhibition</i> (sponsor provides artwork in accordance with deadlines) Complimentary booth space upgrade 	1

All conference participants receive a lanyard, notepad, and pen. These exclusive sponsorships place your company's materials at the conference registration area or in the conference bags. This is a great way to boost your exposure throughout the conference and afterwards.

Cost	Event/Material	Quantity Available
\$2,500	<i>Lanyards</i> <ul style="list-style-type: none"> Available at the conference registration area (sponsor provides lanyards in accordance with deadlines) Complimentary full-page ad in the <i>Guide to the Exhibition</i> (sponsor provides artwork in accordance with deadlines) Complimentary booth space upgrade 	1
\$2,500	<i>Notepads</i> <ul style="list-style-type: none"> Included in every conference participant bag (sponsor provides artwork in accordance with deadlines) Complimentary full-page ad in the <i>Guide to the Exhibition</i> (sponsor provides artwork in accordance with deadlines) Complimentary booth space upgrade 	1
\$2,500	<i>Pens</i> <ul style="list-style-type: none"> Included in every conference participant bag (sponsor provides pens in accordance with deadlines) Complimentary full-page ad in the <i>Guide to the Exhibition</i> (sponsor provides artwork in accordance with deadlines) Complimentary booth space upgrade 	1

Complimentary high-speed wireless internet service will be provided for participants and is an excellent opportunity for your company to increase its exposure outside of the Exhibition Hall.

Cost	Event/Material	Quantity Available
\$1,000	<i>Wireless Internet Hotspot</i> <ul style="list-style-type: none"> Signage in the hotspot area Complimentary full-page ad in the <i>Guide to the Exhibition</i> (sponsor provides artwork in accordance with deadlines) Complimentary booth space upgrade 	1

Make a lasting impression on participants by sponsoring the official conference volunteer team shirt. Host college volunteers will wear your company's logo on their shirts throughout the conference.

Cost	Event/Material	Quantity Available
\$2,500	<i>250 Host College Volunteer Shirts</i> <ul style="list-style-type: none"> Company logo on the shirt (sponsor provides artwork in accordance with deadlines) Complimentary full-page ad in the <i>Guide to the Exhibition</i> (sponsor provides artwork in accordance with deadlines) Complimentary booth space upgrade 	1

Participants use the online Itinerary Builder to create their personal schedule for the conference. Once created, the itinerary can be printed, downloaded, and saved for later retrieval.

Cost	Event/Material	Quantity Available
\$1,500	<i>Itinerary Builder</i> <ul style="list-style-type: none"> Company logo and URL included on the conference's Itinerary Builder web page (sponsor provides artwork in accordance with deadlines) Complimentary full-page ad in the <i>Guide to the Exhibition</i> (sponsor provides artwork in accordance with deadlines) Complimentary booth space upgrade 	1

The Participant Look-Up provides conference participants with the opportunity to connect with colleagues registered for the conference.

Cost	Event/Material	Quantity Available
\$1,500	<i>Participant Look-Up</i> <ul style="list-style-type: none"> Company logo and URL included on the conference's Participant Look-Up web page (sponsor provides artwork in accordance with deadlines) Complimentary full-page ad in the <i>Guide to the Exhibition</i> (sponsor provides artwork in accordance with deadlines) Complimentary booth space upgrade 	1

An email evaluation is distributed soon after the conference to each participant to assess their satisfaction and perceived learning, and to seek recommendations for the following year.

Cost	Event/Material	Quantity Available
\$1,000	<i>Post-Conference Evaluation Email</i> <ul style="list-style-type: none"> Company logo and URL included within the email (sponsor provides artwork in accordance with deadlines) Company logo and URL included on the evaluation web page (sponsor provides artwork in accordance with deadlines) Complimentary full-page ad in the <i>Guide to the Exhibition</i> (sponsor provides artwork in accordance with deadlines) Complimentary booth space upgrade 	1

Conference participants receive a complementary beverage ticket for each of the evening Receptions (Sunday and Monday) in the Exhibition Hall. A great way to get a message into every participant's hands is by placing a blurb on the beverage ticket. For example, "Visit Company XYZ in booth ABC."

Cost	Event/Material	Quantity Available
\$5,000	<i>Beverage Tickets</i> <ul style="list-style-type: none"> Your company's logo and blurb on beverage tickets (sponsor provides artwork in accordance with deadlines) 	2

	<ul style="list-style-type: none"> • Signage displayed in the exhibition hall during reception (sponsor provides artwork in accordance with deadlines) • Complimentary full-page ad in the <i>Guide to the Exhibition</i> (sponsor provides artwork in accordance with deadlines) 	
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All general and special sessions are recorded during the conference and housed in the League's iStream portal which is a service provided to community colleges with exclusive content not found anywhere else on the Web. The archives are available indefinitely and accessed tens of thousands of times yearly.

Cost	Event/Material	Quantity Available
\$5,000	<i>Video Presentations</i> <ul style="list-style-type: none"> • Your company's logo and ULR to appear at the start of all general and special session video with brief voiceover (sponsor provides artwork in accordance with deadlines) • Onsite signage recognizing your company (sponsor provides artwork in accordance with deadlines) • Complimentary full-page ad in the <i>Guide to the Exhibition</i> (sponsor provides artwork in accordance with deadlines) • Complimentary booth space upgrade 	1

LICENSES AND PERMITS

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs, or other copyrighted material in exhibitors' booths or displays. No exhibitor will be permitted to play, broadcast, or have performed any music or use any other copyrighted material such as photographs or other artistic works without first presenting to the League for Innovation proof that the exhibitor has or does not need a license to use such music or copyrighted material. The League for Innovation reserves the right to remove from the exhibit hall all or any part of any booth or display that incorporates music, photographs, or other copyrighted material for which the exhibitor fails to produce proof that the exhibitor holds all required licenses. The exhibitor shall remain liable for and shall indemnify and hold harmless the League for Innovation, its agents, and its employees from all loss, cost, claims, causes of actions, suits, damages, liability, and expenses, including reasonable attorney's fees, arising from or out of any violations or infringement (or claimed violation or infringement) by exhibitor, exhibitor's agents, or employees of any patent, copyright, or trade secret rights or privileges.