

Innovations 2018 Conference Exhibitor Service Kit

Thank you for your support of the League for Innovation and the 2018 <u>Innovations conference</u>. This kit includes all the resources necessary to prepare for the upcoming conference and exhibition.

Show Information

Conference Dates: March 18 - March 21, 2018

Exhibition Dates: March 18 - March 20, 2018

Conference Facility: Gaylord National Resort

210 Waterfront Street National Harbor, MD 20745

(301) 965-4000

Important Information

Ceiling height is 24'

. Hall is not carpeted. All exhibitors are required to order booth space carpet

Setup Hours

Saturday, March 17 8:00 AM - 7:00 PM

Exhibition Hall Hours

Sunday, March 18	10:45- 12:00 AM	Coffee and Refreshment Break
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5:30 – 7:00 PM Opening Reception*

Monday, March 19 7:30– 9:00 AM Continental Breakfast

12:00 – 1:30 PM Light Lunch (12:00 – 1:00 PM served)

Tuesday, March 20 7:30 – 9:00 AM Brunch (7:30 – 8:30 AM served)

12:00 – 1:30 PM Light Lunch (12:00 – 1:00 PM served)

*It is recommended to be back to your booth early in the event the general session breaks early. Exhibitor lounge will open 1/2 hour before scheduled hall receptions on Sunday.

Dismantle and Move-Out Hours

Tuesday, March 20 1:30 – 8:00 PM

Primary Show Contacts

Chris Hennessey - Exhibition Hall League for Innovation (480) 705-8200, x237 hennessey@league.org Robin Piccirilli - *Ancillary Meetings and Presentations* League for Innovation (480) 705-8200, x232

piccirilli@league.org

Official Show Contractors

GES/Global Experience Specialists General Contractor/Decorator (800) 475-2098

Fax: (866) 329-1437 servicenter@gesexpo.com **AV Images**

Lead Retrieval/Computer Rental/Audiovisual

(800) 801-1500, x7406 Fax: (925) 245-7486



Guide to the Exhibition and Exhibitor Registration

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 entitled League for Innovation 2018 Exhibition Submission Link from Chris Hennessey. 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 you wish interested parties 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, all others - 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 EXHIBITION HALL using the **Exhibition Hall Only Registrations** link.

Guide Materials Deadline:

Wednesday, January 10, 2018



Hotel and Travel Information

GAYLORD NATIONAL RESORT & CONVENTION CENTER

Innovations 2018 will be held at the <u>Gaylord National Resort & Convention Center</u>. This luxurious hotel is just eight miles south of Washington D.C. in National Harbor, MD, famous for unrivaled shopping, dining, attractions, and special events.

Hotel Rate

The <u>Gaylord National Resort & Convention Center</u> is accepting room reservations at a discounted rate of \$264* per night (single/double) for Innovations 2018 participants. This special rate will be offered three days prior to and three days after the conference dates of March 18-21, 2018, subject to room availability at time of reservation.

*Not included in the guest room rate are state and local taxes (currently 16%) in effect at the time of check-out.

CUT-OFF DATE

The cut-off date for accepting reservations into the conference block is **February 23**, **2018**. Reservation requests received after this date will be accepted at the hotel's prevailing rate based on availability.

ROOM DEPOSIT

All reservations must be accompanied by a first night room deposit. Reservations cancelled within 48 hours of the arrival date will be charged one night's room and tax only if the hotel is not able to replace the cancelled reservation. If reservations will be secured with a purchase order number, an invoice can be requested from the hotel.

Warning

Innovations 2018 participants must make lodging reservations directly with the <u>Gaylord National Resort & Convention Center</u>. 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 the Innovations Conference or the League for Innovation. The League for Innovation is not responsible for reservations made with these companies.



EXHIBITOR CONTACT INFORMATION

Billing Address:

Company Name: _____

Billing Name: ____

Exhibition Hall Internet Connection

Booth #: ____

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 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 and a \$400 fee for any Corporate Partner requiring a wired Ethernet line in the Exhibition Hall.

City/State/Zip:			
Phone No:			
PAYMENT INFORMATION Please charge my: [] VISA [] MasterCard [] American Express			
Credit card #: Expiration	on date:	Sec code	e:
Name on card:			·
Signature authorizing payment: Date:			
		I	ı
Description of Service	Туре	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	[]	\$400
Wireless Internet Access: (Ethernet service includes a single connection to one access point using a standard network card that	Wireless	[]	\$250

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

TERMS AND CONDITIONS

you provide.)

All orders must be received by Friday, February 15, 2018.

- 1. Cancellations: All cancellations must be received in writing by February 15. There is a \$50 cancellation fee for Ethernet services. After lines have been installed, no credits will be given for services not used.
- 2. 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.
- 3. Ethernet service includes a <u>single drop</u> (one computer) in order to bring the service to the booth in the most convenient manner. This service does not include computer equipment.
- 4. The choice of Internet Service Provider (ISP) is at the sole discretion of the Gaylord National Resort and League for Innovation.
- 5. 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.



Advertising Space Order

Published by League	e for Innovation, 1333 South Spectrum Blvd., Su	uite 210, Chandler, AZ	85286
Company			
Contact			
Phone	Fax		
Email			
If ad is to be subm	itted by an agency:		
Agency			
Contact			
Phone	Fax		
Size			
	***black and white ads only*	**	
Full-Page Ad	[] \$900		
Signature authorizir	ng ad to be placed	Date	
Payment Informat	tion		
[] Check enclosed	[] Bill my company PO#	[] VISA/MC	[] Amex
Card #	Expiration	Security Code	
Cardholder Name			
Cardholder Signatur	re		
Ad Specifications			

Ad Specifications

- Finished ad sizes (black and white only) full page 6.25" x 9.25"
- There will be no use of bleeds.
 - Electronic submission compress using ZipIt or StuffIt and email to hennessey@leaque.org. All fonts and artwork must be included with a Quark format file or an EPS file.
 - Fax submission send ad proof to (480) 705-8201.

Cancellations will be accepted no later than 1/10/2018, after which full payment is required.

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

Space and Materials Deadline: Wednesday, January 10, 2018



League Excellence and Leadership Awards Sponsorships

John & Suanne Roueche Excellence Awards

John E. and Suanne D. Roueche, leaders in the community college field and early proponents of the idea that teachers have major responsibility for how well students perform in the classroom, have been partners and friends of the League for Innovation in the Community College for over thirty-five years. What began as a working relationship with the founders of the League has evolved into a full-fledged partnership through collaborative efforts on projects of mutual interest and national concern.

In recognition of the long tradition of excellence in community college teaching and leadership, the League established the <u>John & Suanne Roueche Excellence Awards</u> in 2012. These annual awards are open to <u>League Alliance member</u> institutions to celebrate outstanding contributions and leadership by community college faculty and staff. Recipients are recognized in a series of activities and promotions, and honored at special events at the League's *Innovations* conference each spring.

John E. Roueche & Terry O'Banion International Leadership Award

The John E. Roueche & Terry O'Banion International Leadership Award, also established in 2012, is presented to outstanding individuals whose accomplishments and professional contributions to higher education and the community college field are recognized as motivational, inspirational, and transformational. An awards committee, consisting of national experts and selected League leadership, reviews nominations and confirms final designations. An award winner is honored at each year's *Innovations* conference.

AWARDS SPONSORSHIP OPPORTUNITIES

Innovations conferences have drawn well over **2,300 participants** in the recent past and will continue to be one of the most popular events in the community college world.

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. We encourage you to contact Christopher Hennessey at (480) 705-8200, ext. 237, or hennessey@league.org today to become a conference sponsor or advertiser.

\$15,000 Level	
Excellence Awards Medallions – These specially cast, pewter medallions will be given to all awards recipients during the <i>Innovations</i> conference.	
 Speaking opportunity for company representative during the awards ceremony 	National American University
 Onsite signage recognizing your company Complimentary booth space upgrade 	

- Company logo in the *Conference Program* (sponsor provides artwork in accordance with deadlines)
- Complimentary full-page ad in the *Guide to the Exhibition* (sponsor provides artwork in accordance with deadlines)

\$10,000 Level

John E. Roueche & Terry O'Banion International Leadership Award – This award, named for John E. Roueche and Terry O'Banion, is given to one outstanding leader in the community college field during the *Innovations* conference.

Speaking opportunity for company representative during Awards Ceremony

- Complimentary full-page ad in the *Guide to the Exhibition* (sponsor provides artwork in accordance with deadlines)
- Onsite signage recognizing your company

National American University

\$5,000 Level

Excellence Awards Program – This program celebrating the recipients and their colleges will be given to all awards recipients and Closing Ceremony attendees, and mailed to all community college presidents.

- Company logo on front cover of Awards Program
- Complimentary full-page ad on the inside front cover of the Awards Program (sponsor provides artwork in accordance with deadlines)
- Complimentary booth space upgrade
- Your company's logo in the Conference Program (sponsor provides artwork in accordance with deadlines)
- Onsite signage recognizing your company (sponsor provides artwork in accordance with deadlines)

John & Suanne Roueche Excellence Awards Kickoff– This event, held on Monday from 5:30 to 6:00 p.m., is an exclusive event at which awards recipients are celebrated and congratulated for their exemplary work. (Due to space limitations, this event is for 2017 Excellence Awards recipients only.)

- Brief speaking opportunity for corporate executive
- Company logo in the Conference Program (sponsor provides artwork in accordance with deadlines)
- Company logo on an introductory slide during the Opening 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 *Guide to the Exhibition* (sponsor provides artwork in accordance with deadlines)

Photo Session for Excellence Awards Recipients – There will be a photographer onsite in the Exhibition Hall Sunday 5:30-7:00 p.m. and Monday 5:30-6:00 p.m. This will be a chance for award recipients to have a professional photo taken with family and colleagues.

• Company logo in the *Conference Program* (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 Guide to the Exhibition (sponsor provides artwork in accordance with deadlines)

Sponsorship Opportunities

By sponsoring conference events and materials, your company gains additional visibility and access to campus leaders and faculty members from our nation's 1,200 community colleges, as well as conference participants from several foreign countries. All sponsorships are noted in the *Conference Program, Guide to the Exhibition*, and onsite signage.

To reserve a sponsorship, contact Chris Hennessey at (480) 705-8200, ext. 237, or hennessey@league.org.

The *Innovations* conference features an engaging exhibition of the hardware, software, and services provided by League for Innovation Corporate Partners. During functions held in the Exhibition Hall, conference participants visit with Corporate Partners, socialize with colleagues, and make new acquaintances as they enjoy light hors d'oeuvres and refreshments in a lively setting.

Cost	Event/Material	Quantity Available
\$2,500	 Evening Reception (Sunday and/or Monday) 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 Guide to the Exhibition (sponsor provides artwork in accordance with deadlines) *Unless beverage ticket sponsorship is sold separately. 	2
\$2,500	 Refreshment Break (Sunday, Monday and/or Tuesday) 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 Guide to the Exhibition (sponsor provides artwork in accordance with deadlines) 	3
\$5,000	 Brunch (Tuesday) Acknowledgement during preceding General Session Signage displayed during the breakfast (sponsor provides artwork in accordance with deadlines) Complimentary booth space upgrade Complimentary full-page ad in the Guide to the Exhibition (sponsor provides artwork for ad in accordance with deadlines) 	1

A complimentary coffee break will be provided for participants each morning. This is an excellent opportunity for your company to increase its exposure outside of the Exhibition Hall.

Cost	Event/Material	Quantity Available
\$2,500	Coffee Break (Sunday, Monday, Tuesday, and/or Wednesday)	4

•	Exclusive access for company representatives to mingle with conference attendees while they enjoy complimentary coffee near the Conference Registration Desk	
•	Exclusive right to distribute literature and host signage in the coffee area which will consist of round tables	
•	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)	

The Leadership Reception is an invite-only reception for all 19 League Board Member College Presidents, League Board College Representatives, and Executive Leadership Institute Alumni and Faculty. These nationally recognized leaders are collectively responsible for setting the direction of community colleges. This event is attended by an average of 100 emerging and established community college leaders.

Cost	Event/Material	Quantity Available
\$5,000	 Leadership Reception (Monday) [BOOKED BY INTELLUS LEARNING 4/18/2017] Brief speaking opportunity for corporate executive Your company's logo in the Conference Program (sponsor provides artwork in accordance with deadlines) Onsite signage recognizing your company (sponsor provides artwork in accordance with deadlines) 	1
	Complimentary booth space upgrade	
	Complimentary full-page ad in the <i>Guide to the Exhibition</i> (sponsor provides artwork for ad in accordance with deadlines)	

General Sessions include nationally recognized and thought-provoking leaders chosen for their ability to challenge our audience of close to 2,000 administrators, faculty, IT workforce leaders, and corporate partners to shape their academic programs and services, and to prepare their students for citizenship and rewarding lifelong careers.

Coot	Fromt /Motorial	Quantity Available
Cost	Event/Material	Available
\$5,000	Opening General Session (Sunday) [BOOKED BY WALMART 7/1/2018]	1
	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) 	
	 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)	
\$3,000	General Sessions (Monday, Tuesday, and/or Wednesday)	3
	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) 	
	 Onsite signage recognizing your company (sponsor provides artwork in accordance with deadlines) 	
	Complimentary booth space upgrade	
	 Complimentary full-page ad in the Guide to the Exhibition (sponsor provides artwork in accordance with deadlines) 	

All conference participants receive a conference bag containing the *Conference Program, Guide to the Exhibition*, and other conference materials. This exclusive sponsorship places your company's logo on one side of these attractive bags for maximum exposure.

			Quantity
Cost	Event/I	Material Material	Available

\$10,000	Conference Participant Bags	1
	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 Guide to the Exhibition (sponsor provides)	
	artwork in accordance with deadlines)	

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 Conference Program

• Complimentary full-page ad on the inside back cover of the Conference Program
(sponsor provides artwork in accordance with deadlines)

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

Complimentary booth space upgrade

Cost	Event/Material	Quantity Available
\$3,000	 Guide to the Exhibition Complimentary full-page ad on the inside back cover of the Guide to the Exhibition (sponsor provides artwork in accordance with deadlines) 	1
	Complimentary booth space upgrade	

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	Lanyards Available at the conference registration area (sponsor provides lanyards in accordance with deadlines) Complimentary full-page ad in the Guide to the Exhibition (sponsor provides activate in accordance with deadlines)	1
	artwork in accordance with deadlines)Complimentary booth space upgrade	
\$2,500	Notepads Included in every conference participant bag (sponsor provides artwork in accordance with deadlines) Complimentary full-page ad in the Guide to the Exhibition (sponsor provides artwork in accordance with deadlines) Complimentary booth space upgrade	1
\$2,500	Pens Included in every conference participant bag (sponsor provides pens in accordance with deadlines) Complimentary full-page ad in the Guide to the Exhibition (sponsor provides artwork in accordance with deadlines) Complimentary booth space upgrade	1

A 24-hour, complimentary high speed wireless internet hotspot 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	Wireless Internet Hotspot	1

	•	Signage in the hotspot area	
	•	Complimentary full-page ad in the Guide to the Exhibition (sponsor provides	
		artwork in accordance with deadlines)	
	•	Complimentary booth space upgrade	

Participants use the online I tinerary 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	Itinerary Builder	1
	 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 Guide to the Exhibition (sponsor provides artwork in accordance with deadlines) 	
	Complimentary booth space upgrade	

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	Participant Look-Up	1
	 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 Guide to the Exhibition (sponsor provides artwork in accordance with deadlines) 	
	Complimentary booth space upgrade	

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	 Host College Volunteer Shirts Company logo on the shirts (sponsor provides artwork in accordance with deadlines) 	1
	 Complimentary full-page ad in the Guide to the Exhibition (sponsor provides artwork in accordance with deadlines) 	
	Complimentary booth space upgrade	

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
\$1,500	Post-Conference Evaluation Email	1
	 Company logo and URL included within the email with a 75-word corporate description (sponsor provides logo, URL, and description in accordance with deadlines) 	
	 Company logo and URL included on the online evaluation form with a 75-word corporate description (sponsor provides logo, URL, and description in accordance with deadlines) 	
	 Complimentary full-page ad in the Guide to the Exhibition (sponsor provides artwork in accordance with deadlines) 	
	Complimentary booth space upgrade	

Conference participants receive a complementary beverage ticket for each of the evening Receptions in the Exhibition Hall. A great way to get a message into every participant's hands is to place a message on beverage tickets (e.g., "Visit Company XYZ in booth ABC").

Cost	Event/Material	Quantity Available
\$5,000	Beverage Tickets (Sunday and/or Monday) Your company's logo and blurb on beverage tickets (sponsor provides artwork in accordance with deadlines)	2

•	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)	
•	Complimentary booth space upgrade	

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	Video Presentations	1
	• 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	