



**MO-CASE  
40TH ANNUAL  
SPECIAL  
EDUCATION  
ADMINISTRATORS'  
FALL CONFERENCE**

**EXHIBIT SPACE  
APPLICATION**

TanTarA Resort \* Lake Ozark, MO

MO-CASE | SEPTEMBER 24-26, 2017

[www.mo-case.org/2017FallConf](http://www.mo-case.org/2017FallConf)

**GENERAL INFORMATION**

Approximately 1,000 Special Education Directors, Process Coordinators, Superintendents, Principals, Psych Examiners and Agency Personnel from around the state attend the annual conference of the Missouri Council of Administrators of Special Education. If you would like to exhibit, please return the application form with payment before Friday, August 25, 2017. In order to provide the exhibitors with maximum exposure, the association has made the following arrangements:

- ❖ The exhibit area will be in Windgate Hall on Sunday and Monday.
- ❖ The majority of scheduled breakfasts, lunches, and snacks will be served in the exhibit area.
- ❖ Conference attendees will receive Exhibitor Cards. You will be asked to stamp your spot on each card an attendee brings you. These will in turn be used for door prizes.

**RIGHTS OR REFUSAL OF EXHIBITOR:** MO-CASE reserves the right to refuse to rent exhibit space to any person or entity whose product or services is not consistent with MO-CASE’s mission and/or is deemed to be contrary to the best interests of MO-CASE members and/or public education. MO-CASE reserves the right to accept only exhibitors of its choosing.

**DISAVOWAL OF ENDORSEMENT:** MO-CASE’s acceptance of an exhibitor or sponsors is not, and should not be construed as, an endorsement by MO-CASE.

**RATE:** Exhibit booths are **\$550** for profit organizations and **\$330** for Non-Profit Organizations. *Application and a check payable to MO-CASE must be received online or postmarked on or before August 25, 2017.* Each 8’ x 10’ booth contains one 6’ x 30” table, two chairs, one wastebasket and one 9” x 44” identification sign. Electrical outlets, AV, additional tables and chairs are available from Tan-Tar-A. An order form is available on our website at <http://www.mo-case.org/Exhibitors-&/or-Sponsors>.

**Free Wireless Internet is available during the conference in the Exhibit Hall.**

**HOURS:** The exhibit hall will be open during the hours listed. Please note the days and times that the exhibit hall is open has changed this year!

**Sunday, September 24, 2017**

Exhibit Setup: 8:00 a.m. – 11:30 a.m. \*  
Exhibits Open: 12:00 p.m. – 6:30 p.m.

**Monday, September 25, 2017**

Exhibits Open: 7:00 a.m. – 4:30 p.m. \*  
Exhibit Tear Down – 4:30 p.m. – 6:30 p.m.

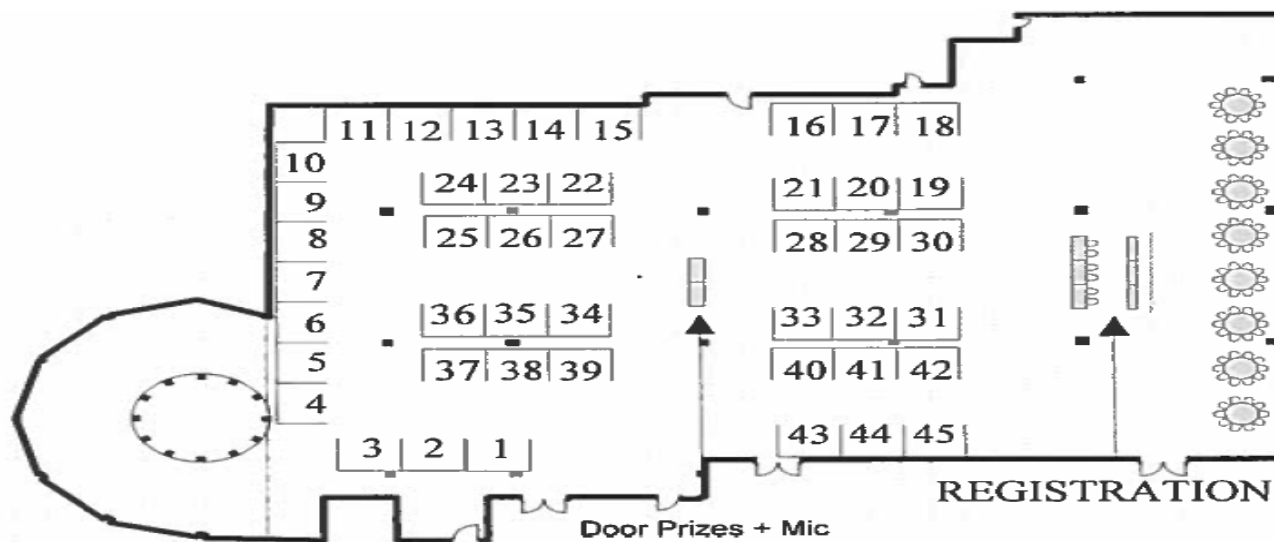
*\*NOTE: The conference’s registration desk for attendees will be located at the back of the exhibit hall again this year. Make sure to have your booth set up by 11:30 a.m. on Sunday. Registration opens at 12:00 p.m.!*

*We will provide snacks for our attendees on Monday from 2:30 – 2:45 p.m.*

Exhibitors are encouraged to participate in the door prize drawing. Please indicate to MO-CASE staff when you register if you are donating a door prize. The drawing will take place at the Sponsor Showcase on Monday evening.

Exhibit Booth space is assigned on a first-come, first-served basis, as complete applications and payments are received. A confirmation e-mail with information regarding how to register booth personnel, shipping information, electricity, and internet; and reserve hotel rooms will be sent after Exhibit Space Application & Contract is received and processed.

## EXHIBIT HALL MAP – FALL 2017



**SHIPPING:** Tan-Tar-A will assess handling and storage fees for any freight shipped directly to the hotel. Tan-Tar-A recommends that exhibitors who need to ship freight to or from the resort contact the firm of Page and Brown. A shipping form is available on our website at <http://www.mo-case.org/Exhibitors-&/or-Sponsors>.

**SPACE ASSIGNMENT:** *Sponsors receive preferential space assignment.* Other assignments will be on a first-come, first-served basis, based on the date applications are received in the MO-CASE office. For information about becoming a MO-CASE Sponsor, please see enclosed information or call Sara Clime, Conference Planner at (573) 644-7804. Every effort will be made to not place competing companies next to each other.

**BOOTH PERSONNEL:** Exhibitor personnel should staff the booth during the time that the Exhibit Hall is open to attendees. Each exhibitor will be provided with (2) Conference Badges that will admit personnel to all conference activities and sessions. Additional badges may be obtained at a cost of \$100 per person.

**ACCOMMODATIONS:** Room rates are \$109 plus tax per night. If you wish, you may check in to Tan-Tar-A at the same special MO-CASE conference rate. Tan-Tar-A will release the MO-CASE room block on August 24, 2017.

**SPONSORSHIP:** MO-CASE offers many ways for your sponsorship of this conference. Opportunities are listed below. Don't miss a great way to reach out to all conference attendees!

**SPONSOR SHOWCASE & RECEPTION:** MO-CASE sponsors (see sponsor levels listed below) have the opportunity to "showcase" their products and services to our attendees on Monday afternoon. Participating sponsors will provide informal 15 minute presentations, allowing attendees an opportunity to rotate through the Showcase and talk with several of the Sponsors. Refreshments and appetizers will be provided. Prizes will be drawn from the names of those in attendance. Last year's prizes included \$100 bills!

## SPONSORSHIP LEVELS

<b>Platinum Sponsor</b> <b>\$5,000</b>	<ul style="list-style-type: none"><li>√ 5 minutes to speak to conference attendees</li><li>√ Complimentary exhibit booth</li><li>√ Full-page ad in conference program</li><li>√ 4 free registrations to conference</li><li>√ SPONSOR SHOWCASE PARTICIPATION</li></ul>
<b>Diamond Sponsor</b> <b>\$4,000</b>	<p>Option A:</p> <ul style="list-style-type: none"><li>√ 5 minutes to speak to conference attendees</li><li>√ 50% price reduction for exhibit booth</li><li>√ Half-page ad in conference program</li><li>√ 3 free registrations to conference</li><li>√ SPONSOR SHOWCASE PARTICIPATION</li></ul> <p>Option B:</p> <ul style="list-style-type: none"><li>√ <b>Tote bags</b> with your logo and the conference theme will be printed and distributed to all conference attendees upon registration.</li><li>√ Half-page ad in conference program</li><li>√ 3 free registrations to conference</li><li>√ SPONSOR SHOWCASE PARTICIPATION</li></ul>
<b>Gold Sponsor</b> <b>\$3,000</b>	<p>Option A:</p> <ul style="list-style-type: none"><li>√ 50% price reduction for exhibit booth</li><li>√ Quarter-page ad in conference program</li><li>√ 2 free registrations to conference</li><li>√ SPONSOR SHOWCASE PARTICIPATION</li></ul> <p>Option B:</p> <ul style="list-style-type: none"><li>√ A mutually agreed upon <b>Promotional Item</b> with your name &amp;/or logo will be distributed to all conference attendees upon registration.</li><li>√ Quarter-page ad in conference program</li><li>√ 2 free registrations to conference</li><li>√ SPONSOR SHOWCASE PARTICIPATION</li></ul>
<b>Silver Sponsor</b> <b>\$2,000</b>	<p>Option A:</p> <ul style="list-style-type: none"><li>√ 25% price reduction for exhibit booth</li><li>√ Quarter-page ad in conference program</li><li>√ 1 free registration to conference</li><li>√ SPONSOR SHOWCASE PARTICIPATION</li></ul> <p>Option B:</p> <ul style="list-style-type: none"><li>√ <b>Note pads</b> with your name, logo and the conference theme will be printed and distributed to all conference attendees.</li><li>√ Quarter-page ad in conference program</li><li>√ SPONSOR SHOWCASE PARTICIPATION</li></ul> <p>Option C:</p> <ul style="list-style-type: none"><li>√ 5 minutes to speak to the MO-CASE Board of Directors</li><li>√ 25% price reduction for exhibit booth</li><li>√ Quarter-page ad in conference program</li><li>√ SPONSOR SHOWCASE PARTICIPATION</li></ul>
<b>Bronze Sponsor</b> <b>\$1,000</b>	<ul style="list-style-type: none"><li>√ Quarter-page ad in conference program</li></ul>

NOTE: First priority goes to the previous year's sponsor. Contact Sara Clime at [sara.clime@mo-case.org](mailto:sara.clime@mo-case.org) or at (573) 644-7804 with any questions or concerns regarding sponsorship opportunities!

**PLEASE NOTE: All signage will be provided for all sponsor levels strategically placed throughout the conference!**

# 2017 MO-CASE FALL CONFERENCE APPLICATION FOR EXHIBIT SPACE

**September 24-26, 2017 \* Tan-Tar-A Resort \* Lake Ozarks, MO**

## Mailing Information

All correspondence, billing and confirmation should be sent to:  
(Confirmations and updates will be sent via e-mail.)

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_ Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Telephone \_\_\_\_\_

E-Mail (required): \_\_\_\_\_

Name of booth personnel: \_\_\_\_\_

## Let's Get Social!

Twitter handle: \_\_\_\_\_ Instagram User Name: \_\_\_\_\_

Facebook URL: \_\_\_\_\_ Linked In URL: \_\_\_\_\_

Please complete the following information about your company and/or products. This information will be used in the conference program. Use a separate page for description if necessary.

Company Phone No: \_\_\_\_\_

Website URL: \_\_\_\_\_

Brief Description: \_\_\_\_\_

**Booth Choices** Please reserve the following for our exhibit: (Sponsors will be given priority)

\_\_\_\_\_ 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice

**Date Received:** \_\_\_\_\_

**Booth Assigned:** \_\_\_\_\_

Contract will not be accepted without a 50% deposit.

**Full payment due by August 25, 2017**

**RETAIN A COPY FOR YOUR RECORDS**

**Return contract to: Sara Clime, Conference Planner, MO-CASE**

**3550 Amazonas Dr., Jefferson City, MO 65109**

**Fax Number: 573-644-7806**

**Liability:** Neither MO-CASE nor the hotel management shall be accountable or liable for any damage, loss, harm, or injury to the person or property of the applicant or any of its officers, agents, employees, or other representatives, resulting from theft, fire, water, accident, or any other cause. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities whether on the Hotel premises or off and will indemnify, defend and hold harmless MO-CASE and the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims. Hotel will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities on the Hotel's premises except for any claims, loss or damages arising directly from its negligence. MO-CASE will be responsible to negotiate the contract with its exhibitors. MO-CASE does not endorse or advertise offsite activities.

**Care of Building and Equipment:** Exhibitors or their agents are liable to the owner of the property for any damage to the walls, floors or booths.

**Security:** The exhibit hall will be locked when not in use. No responsibility for loss will be assumed by MO-CASE or Tan-Tar-A.

**Cancellation Policy:** In the event that an exhibitor cancels this contract after August 30, or otherwise fails to occupy his assigned space, MO-CASE is entitled to full payment for booth space (s). Submission of application indicates acceptance of this policy.

❖ SIGNATURE \_\_\_\_\_

# SPONSORSHIP OPPORTUNITIES

**Please Check**

- |                          |   |  |
|--------------------------|---|--|
| <input type="checkbox"/> | <b>Platinum Sponsor</b><br><b>\$5,000</b> | SPONSOR SHOWCASE PARTICIPATION ____ Yes ____ No              |
| <input type="checkbox"/> | <b>Diamond Sponsor</b><br><b>\$4,000</b>  | Option A:<br>SPONSOR SHOWCASE PARTICIPATION ____ Yes ____ No |
| <input type="checkbox"/> | <b>Diamond Sponsor</b><br><b>\$4,000</b>  | Option B:<br>SPONSOR SHOWCASE PARTICIPATION ____ Yes ____ No |
| <input type="checkbox"/> | <b>Gold Sponsor</b><br><b>\$3,000</b>     | Option A:<br>SPONSOR SHOWCASE PARTICIPATION ____ Yes ____ No |
| <input type="checkbox"/> | <b>Gold Sponsor</b><br><b>\$3,000</b>     | Option B:<br>SPONSOR SHOWCASE PARTICIPATION ____ Yes ____ No |
| <input type="checkbox"/> | <b>Silver Sponsor</b><br><b>\$2,000</b>   | Option A:<br>SPONSOR SHOWCASE PARTICIPATION ____ Yes ____ No |
| <input type="checkbox"/> | <b>Silver Sponsor</b><br><b>\$2,000</b>   | Option B:<br>SPONSOR SHOWCASE PARTICIPATION ____ Yes ____ No |
| <input type="checkbox"/> | <b>Silver Sponsor</b><br><b>\$2,000</b>   | Option C:<br>SPONSOR SHOWCASE PARTICIPATION ____ Yes ____ No |
| <input type="checkbox"/> | <b>Bronze Sponsor</b><br><b>\$1,000</b>   |  |

Please mark the box for whichever sponsorship level you are requesting. First priority goes to the previous year's sponsor. If you are interested in participating in the sponsor showcase, please mark the space provided by each option. Contact Sara Clime at [sara.clime@mo-case.org](mailto:sara.clime@mo-case.org) or at (573) 644-7804 with any questions or concerns regarding sponsorship levels and or the Sponsor Showcase!

## TOTAL COST

8 x 10 Booth Rental (Profit Organizations) \_\_\_\_\_ X \$550 = \$ \_\_\_\_\_  
Quantity

8 x 10 Booth Rental (Non-Profit Organizations) \_\_\_\_\_ X \$330 = \$ \_\_\_\_\_  
Quantity

EXHIBIT BOOTH COST \$ \_\_\_\_\_

SPONSORSHIP AMOUNT \$ \_\_\_\_\_

LESS SPONSORSHIP DISCOUNT ON BOOTH(S) -- \$ \_\_\_\_\_

**GRAND TOTAL AMOUNT DUE** \$ \_\_\_\_\_

*In order to reserve your booth space, payment in full is expected prior to the conference.  
Please contact our office if you wish to pay online.*