



MO-CASE
41ST ANNUAL SPECIAL
EDUCATION
ADMINISTRATORS'
FALL CONFERENCE

2018 FALL CONFERENCE
**EXHIBIT SPACE
APPLICATION**

TanTarA Resort * Lake Ozark, MO

MO-CASE | SEPTEMBER 23-25, 2018

www.mo-case.org/2018FallConf

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 24, 2018. 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 24, 2018.* 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-Sponsors>.

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

HOURS: The exhibit hall will be open during the hours listed.

Sunday, September 23, 2018

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

Monday, September 24, 2018

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

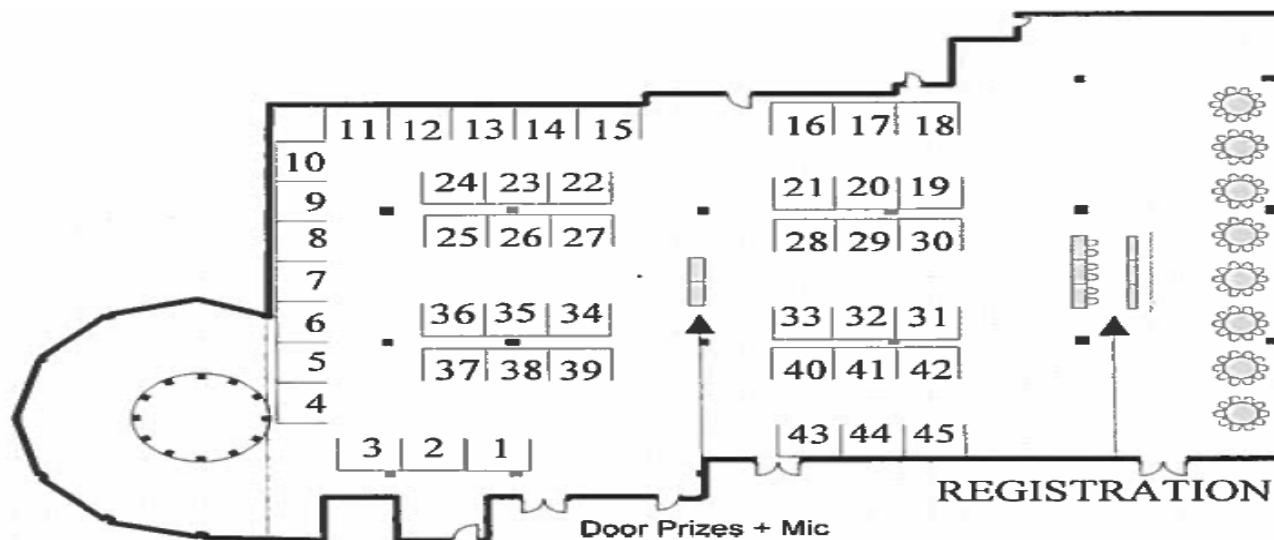
**NOTE: The conference's registration desk for attendees will be located at the back of the exhibit hall again this year. Make sure to have your booth set up by 11:30 a.m. on Sunday. Registration opens at 12:00 p.m.!*

We will provide snacks for our attendees on Monday from 2:30 – 2:45 p.m. in the Exhibit Hall.

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 2018



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-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.

ACCOMODATIONS: 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 Thursday, August 23, 2018.

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!

2018 SPONSORSHIP LEVELS

Platinum Sponsor
\$5,000

- √ 5 minutes to speak to conference attendees
- √ Acknowledgement from main stage via presentation slides
- √ Acknowledgement on website & mobile app
- √ Complimentary exhibit booth
- √ 4 free registrations to conference
- √ SPONSOR SHOWCASE PARTICIPATION

Diamond Sponsor
\$4,000

Option A:

- √ 5 minutes to speak to conference attendees
- √ 50% price reduction for exhibit booth
- √ Acknowledgement from main stage via presentation slides
- √ Acknowledgement on website & mobile app
- √ 3 free registrations to conference
- √ SPONSOR SHOWCASE PARTICIPATION

Option B:

- √ **Tote bags** with your logo and the conference theme will be printed and distributed to all conference attendees upon registration.
- √ 50% price reduction for exhibit booth
- √ Acknowledgement from main stage via presentation slides
- √ Acknowledgement on website & mobile app
- √ 3 free registrations to conference
- √ SPONSOR SHOWCASE PARTICIPATION

Gold Sponsor
\$3,000

Option A:

- √ 50% price reduction for exhibit booth
- √ Acknowledgement from main stage via presentation slides
- √ Acknowledgement on website & mobile app
- √ 2 free registrations to conference
- √ SPONSOR SHOWCASE PARTICIPATION

Option B:

- √ A mutually agreed upon **Promotional Item** with your name &/or logo will be distributed to all conference attendees upon registration.
- √ Acknowledgement from main stage via presentation slides
- √ Acknowledgement on website & mobile app
- √ 2 free registrations to conference
- √ SPONSOR SHOWCASE PARTICIPATION

Silver Sponsor
\$2,000

Option A:

- √ 25% price reduction for exhibit booth
- √ Acknowledgement from main stage via presentation slides
- √ Acknowledgement on website & mobile app
- √ 1 free registration to conference
- √ SPONSOR SHOWCASE PARTICIPATION

Option B:

- √ **Note pads** with your name, logo and the conference theme will be printed and distributed to all conference attendees.
- √ Acknowledgement from main stage via presentation slides
- √ Acknowledgement on website & mobile app
- √ SPONSOR SHOWCASE PARTICIPATION

Option C:

- √ 5 minutes to speak to the MO-CASE Board of Directors
- √ 25% price reduction for exhibit booth
- √ Acknowledgement from main stage via presentation slides
- √ Acknowledgement on website & mobile app
- √ SPONSOR SHOWCASE PARTICIPATION

Bronze Sponsor
\$1,000

- √ Acknowledgement from main stage via presentation slides
- √ Acknowledgement on website & mobile app

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

2018 MO-CASE FALL CONFERENCE APPLICATION FOR EXHIBIT SPACE

September 23-25, 2018 * 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)**

_____ 1st choice _____ 2nd choice _____ 3rd choice

Date Received: _____	Booth Assigned: _____
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Contract will not be accepted without a 50% deposit.
Full payment due by August 24, 2018
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"/> | Platinum Sponsor
\$5,000 | SPONSOR SHOWCASE PARTICIPATION ____ Yes ____ No |
| <input type="checkbox"/> | Diamond Sponsor
\$4,000 | Option A:
SPONSOR SHOWCASE PARTICIPATION ____ Yes ____ No |
| <input type="checkbox"/> | Diamond Sponsor
\$4,000 | Option B:
SPONSOR SHOWCASE PARTICIPATION ____ Yes ____ No |
| <input type="checkbox"/> | Gold Sponsor
\$3,000 | Option A:
SPONSOR SHOWCASE PARTICIPATION ____ Yes ____ No |
| <input type="checkbox"/> | Gold Sponsor
\$3,000 | Option B:
SPONSOR SHOWCASE PARTICIPATION ____ Yes ____ No |
| <input type="checkbox"/> | Silver Sponsor
\$2,000 | Option A:
SPONSOR SHOWCASE PARTICIPATION ____ Yes ____ No |
| <input type="checkbox"/> | Silver Sponsor
\$2,000 | Option B:
SPONSOR SHOWCASE PARTICIPATION ____ Yes ____ No |
| <input type="checkbox"/> | Silver Sponsor
\$2,000 | Option C:
SPONSOR SHOWCASE PARTICIPATION ____ Yes ____ No |
| <input type="checkbox"/> | Bronze Sponsor
\$1,000 | |

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 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 \$ _____

NOTE: An invoice will be sent via email to the person listed on the form above. In order to reserve your booth space, payment in full is expected prior to the conference.