

# **ConnCASE**

*Connecticut Council of Administrators  
of Special Education*

## *Exhibitor Information*

**Leadership Conference  
October 16 - 17, 2014**

**Farmington Marriott  
Farmington, CT**

Dear Exhibitor:

Don't miss your chance to participate in ConnCASE's annual fall conference for general educators and special educators. With over 200 administrators, your participation will provide you with a fantastic opportunity to interact with a number of individuals from all over the region.

To make this conference a success for both exhibitors and ConnCASE we have structured the conference with the goal of providing you with maximum exposure to the registrants.

For example:

- ONE DAY ONLY!!The exhibit area will be open throughout the day on Thursday, October 16th and breakfast will be served with the exhibitors. If you would like to stay on Friday, October 17th please choose that option (no extra charge).
- We are offering exhibitors the opportunity to sponsor educational programs, breakfast, lunch and advertising in our conference program. Taking advantage of any of these opportunities will heighten your exposure and name recognition.

Exhibitor registration and set-up will be between 6:00 a.m. and 8:00 a.m. on October 16th, break down will be from 2:00 p.m. to 3:00 p.m. on the same day.

**Booths are limited. Register Now!** All exhibit space will be assigned on a first submitted, first assigned basis.

On behalf of the Professional Development Committee, we look forward to working with you at our conference. Allyson J. Deckman, ConnCASE's Association Executive, will be the exhibitor liaison. If you have any questions please feel free to call 860.548.1747.

Respectfully,

Allyson J. Deckman  
Association Executive

## **2014 CONNCASE ANNUAL CONFERENCE** **EXHIBITOR POLICIES AND PROCEDURES**

### **EXHIBIT SPACE:**

Exhibits are intended for educational and informational purposes to improve special education. All material/equipment should contain no inaccurate or misleading information. The Connecticut Council of Administrators of Special Education, hereinafter referred to as "ConnCASE", reserves the right to determine if an exhibit meets the objectives and standards of ConnCASE. Exhibitors should complement the ConnCASE Conference and Exposition, hereinafter referred to as "Conference", by enabling registrants to see, hear, examine, question and evaluate the latest developments in equipment, supplies and services relevant to schools and education.

### **BOOTH ASSIGNMENT:**

Contracts and payment in full for exhibit space are accepted on a first-come, first-served basis. Booth assignments will begin **October 13, 2014** in order of recipients as space permits. **TO OBTAIN THE BEST BOOTH ASSIGNMENT POSSIBLE, YOUR CONTRACT AND PAYMENT IN FULL SHOULD BE SUBMITTED AS SOON AS POSSIBLE.** ConnCASE determines the eligibility of any company or product to be exhibited either before or after the proper execution of the contract. **NO PHONE RESERVATIONS WILL BE ACCEPTED.**

### **INSURANCE:**

**Each exhibiting company is required to insure itself against property loss or damage and against liability of personal injury.**

### **BOOTH PAYMENT AND CANCELLATION REFUNDS:**

Exhibit booth space will cost **\$400.00** per booth. **PAYMENT IN FULL FOR EACH BOOTH MUST BE SUBMITTED WITH YOUR CONTRACT. FULL PAYMENT MUST BE RECEIVED BEFORE THE BOOTH CAN BE RESERVED.**

### **EXHIBITOR REGISTRATION AND BADGES:**

All companies should register their personnel on the forms provided by ConnCASE. Exhibitor's employees who do not register in advance and who wish to register on site must have with them their business card bearing the exhibiting company's name. An I.D. or business card will be required at exhibitor registration in order to pick up a badge. The exhibitors authorized representative must authorize any changes in personnel. **THE EXHIBITOR IS EXPECTED TO STAFF THE BOOTH DURING THE ENTIRE CONFERENCE PERIOD. EACH REPRESENTATIVE OF AN EXHIBITING COMPANY MUST WEAR AN OFFICIAL BADGE AT ALL TIMES IN THE EXHIBIT AREA.**

### **INSTALLATION AND REMOVAL OF EXHIBITS:**

The exhibit area will be available for set-up Thursday, October 16, 2014 at 6:00 a.m. Each booth must be ready for inspection **no later than 8:00a.m.** on that morning. All exhibits must be intact during the entire conference period. It is mutually agreed that each exhibitor will be responsible for delivery and removal of his/her equipment and display materials to and from the exhibit area.

**FAILURE TO OCCUPY SPACE:**

Unless previously arranged, booth space not occupied by the exhibiting company by 8:00a.m., Thursday, October 16, 2014 will be forfeited without refund to the exhibitor and the space may be sold or used by ConnCASE.

**EXHIBIT ACTIVITIES:**

All business activities, circulars and advertising matter of the exhibitor may be conducted and/or distributed only within the booth assigned to the exhibitor. No material may be placed on seats, attached to walls, ceilings or woodwork in the exhibit area. Aisles must be kept clear and exhibits arranged so that the exhibit personnel are inside the space rented.

ConnCASE will inspect each booth prior to the opening of the conference to insure that the exhibitors have adhered to the policies and procedures set forth in this document. The Chair will inform the exhibitor of any infractions and all corrections must be made before the conference opens. ConnCASE reserves the right to restrict exhibits that may detract from the general character of the display. This reservation includes the conference participants. Expulsion of or restrictions placed on an exhibitor does not constitute a reason for filing a claim for any refund of the booth rental fee or other exposition expenses. Exhibitors will be responsible for any damage done to the building by them or their employees. **Smoking is strictly forbidden in the conference area.**

**SUBLETTING OF SPACE:**

Exhibitors may not assign, sublet or apportion the whole or any part of the space allocated. Exhibitors may not display or advertise products of any kind other than those manufactured or sold by them in the regular course of their business.

**CANVASSING BY NON-EXHIBITORS:**

The exhibit is limited to registered attendees and guests of the conference as well as registered employees of the exhibiting companies. No other persons will be allowed to demonstrate products or distribute information in the exhibit area.

**LIABILITY:**

The exhibitor agrees to Indemnify and Hold Harmless ConnCASE, Farmington Marriott and TCG - (ConnCASE Association Management Firm) employees, from any and all damages including theft or mysterious disappearance to any and all equipment owned or leased by the exhibitor.

**EXHIBIT HALL FURNISHINGS:**

- 6-foot draped table with 2 chairs
- Two exhibitor badges
- Complimentary listing in the program, if applicable
- Additional furniture and electricity must be arranged, for an additional charge, by contacting Allyson J. Deckman at 860.548.1747**

**MUSIC AT THE CONFERENCE:**

No music is allowed in the exhibit area during the conference unless prior written permission has been obtained from ConnCASE.

**CANCELLATION OF CONFERENCE:**

Should a situation arise beyond the control of ConnCASE to prevent the 2014 Conference, ConnCASE will not be held liable for any expenses incurred by the exhibitor except for the rental of booth space.

I have read and agree to the conditions set forth in the above document:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

# How to Participate:

## Exhibit

Booth before September 19, 2014	\$400.00
Booth after September 19, 2014	\$500.00

## Sponsorships

Event - \$2,500
Reception - \$1,000
Breakfast - \$750
Lunch - \$750

*Sponsorship opportunities are available, for more details on each sponsorship please call ConnCASE at 860.548.1747.*

## Advertising

Inside Front or Back Cover	\$350.00
Outside Back Cover	\$300.00
2 Page Ad	\$400.00
1 Page Ad (8.5/11)	\$200.00
1/2 Page (4.25/5.5)	\$125.00
1/4 Page (2.13/2.75)	\$100.00

# 2014 ConnCASE Annual Conference & Exposition

## Contract for Exhibit Space

To exhibit please fill out the below form and mail, with check payable to:

**ConnCASE**- 330 Main Street, 3rd Floor, Hartford, CT 06106. Fax: 860.541.6484

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

Contact Name: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Name to appear on exhibitor badges: (only two per booth)       **Yes, I will be there both days.**

1.) \_\_\_\_\_

2.) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Sponsorship/Advertising Form

To become a sponsor please fill out the below form and mail to ConnCASE (information above).

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

Contact Name: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Sponsor /Ad Type: (list if on prior page) \_\_\_\_\_

Amount: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# *Agenda*

## *Thursday, October 16*

Vendor Setup: 6:00 am - 8:00 am

Registration, Vendor Networking, and Continental Breakfast:  
8:00 am - 8:45 am

Welcome & Introductions: 8:45 am - 9:15 am

Morning Keynote 9:15 am - 10:45 am

Vendor Networking: 10:45a m - 11:15 am

Mid - Morning Keynote 11:15 am - 12:30 pm

Buffet Luncheon: 12:45 pm - 2:30 pm

Afternoon Keynote: 2:30 pm - 4:30 pm

Cocktail Reception: 4:30 pm - 5:30 pm

## *Friday, October 17*

Continental Breakfast: 7:30 am - 8:30 am

Educational Sessions: 8:30 am - 10:30 am

Vendor Networking: 10:30 am - 11:00 am

Educational Sessions: 11:00 am - 1:00 pm

Closing Luncheon Address: 1:00 pm - 2:00 pm

*\*Times may vary as we approach the conference*

ConnCASE  
330 Main Street, 3rd Floor  
Hartford, CT 06106  
www.conncase.org

***DON'T MISS THIS OPPORTUNITY  
TO PROMOTE YOUR BUSINESS!***

- ◆ Exciting New Innovative Location!
- ◆ Exhibits from Leading Companies
- ◆ Cutting Edge Workshops

*Expected to be the largest gathering of general and special educators  
in Connecticut once again this year!*