



2019 ILAPPA Conference Sponsorship Form

Platinum Sponsor \$1,500 – Seeking sponsors

- Company name and logo on all materials related to event
- Company name and logo on the ILAPPA web site as a Platinum Sponsor
- Recognition during Breakfast/Lunch/Networking breaks throughout the day
- Includes 2 conference registrations - Additional attendees must register at \$150/person
- 1 complimentary booth at the conference (1-6ft. table with 2 chairs)
- Hold a 1 hour presentation (45 minute presentation with 15 minutes of Q&A. See guidelines below for presentation)
- Option to provide favors at event on tables and/or place in registration folder/bag

Gold Sponsor \$1,000 – Seeking sponsors

- Company name and logo on all materials related to event
- Company name and logo on the ILAPPA web site as a Gold Sponsor
- Recognition during Breakfast/Lunch/Networking breaks throughout the day
- Includes 2 conference registrations - Additional attendees must register at \$150/person
- 1 complimentary booth at the conference (1-6ft. table with 2 chairs)
- Option to provide favors at event on tables

Silver Sponsor \$500 – Seeking Sponsors

- Company name on all materials related to event
- Company name on the ILAPPA web site as a Silver Sponsor
- Includes 1 conference registration - Additional attendees must register at \$150/person
- 1 complimentary booth at the conference (1-6ft. table with 2 chairs)

Business Partner Attendee Only

- (1) registration @ \$400/person
- Includes all meals & opening reception

VENDOR EXCHANGE HOURS

- Setup: Wednesday, May 15 from 2 to 6 p.m. and Thursday, May 16 to 7 - 8 a.m. at the Thornhill Building
- Exhibit area is open throughout the welcome reception Wednesday, May 15, 2019.
- Open during all concurrent sessions and featured showcase times Thursday, May 16, 2019
- Clean up: Thursday, May 16 starting after 2 p.m.

PRESENTATION GUIDELINES (Platinum Sponsors Only)

- All sponsors considering a 1 hour presentation must register as a Platinum Sponsor.
- Presentations will need to be educational, neutral in tone and without a sales pitch.
- These sponsors will be required to submit their presentation materials for review by the IAAPPA board.

- If you are not selected, you will have the option to remain a Platinum Sponsor without a presentation or modify your sponsorship to the Gold or Silver Sponsor level.

MISCELLANEOUS SPONSORSHIPS

If you don't see a sponsorship that fits your budget - we are happy to work with you to customize a sponsorship level that meets your needs! Contact Matt Pefley at (815) 403-2153 or mcp1@spirotherm.com

EXHIBIT AND SPONSORSHIP GUIDELINES

These rules and guidelines have been developed for the purpose of providing a well-balanced, well-regulated exhibit hall and conference.

MANAGEMENT AUTHORITY

ILAPPA reserves the right in all emergencies, differences of opinion, or complaints to make such rulings which, in their judgement, are in the best interest of ILAPPA and the success of the event. The exhibitor agrees to abide by all such rulings.

APPLICATION FOR SPACE

Products or services displayed or promoted must be the company that applied for and occupies the exhibit table. Application for space must be made on the form provided. Payment in full must accompany the application. **Cancellations on or before Feb 15, 2019 will incur an administrative fee of \$300. Cancellations after April 15, 2019 or no-shows will receive no refund.** No part of the exhibit space may be sublet without the permission of ILAPPA. No two companies may share an exhibit table without prior approval.

REGISTRATION AND BADGES

All attendees and exhibitor company representatives must wear a name badge issued by ILAPPA at all times during the sessions, meal functions, and exhibit hours. Exhibitors are responsible for persons wearing a badge as representing the exhibitor. Company representatives not exhibiting may attend but may not conduct business of any type at any event during the conference.

TABLETOP GUIDELINES

All tabletop exhibits include an (x) foot table and two chairs. Exhibitors may not obstruct the vision to any other tabletops by oversized displays, signs, etc. No balloons are permitted on site. The sound level from any audio source is not to interfere with communication at other vendor tables. You must bring your own power strips and extension cords if your booth requires electricity. (Requests for electricity will be considered but cannot be guaranteed.)

VENDOR SET-UP AND BREAKDOWN Exhibitors must abide by the conference schedule set forth. Tabletops are to be set up and broken down during the posted times.

DECORATING AND SHIPPING Tabletop set-up assistance and shipping must be handled directly by the appropriate vendor.

HOLD HARMLESS/LIABILITY

Exhibitor assumes responsibility and liability for losses, damages, and claims arising out of injury or damage to displays, equipment and other property brought on to the premises, and agrees to indemnify Grand Valley State University, Ferris State University, and MiAPPA for any and all such losses, damages and claims. Each exhibitor is responsible for carrying product and personal injury liability insurance. Exhibitor agrees that if MiAPPA should incur liability to said exhibitor for any act whatsoever, as determined appropriate by an appropriate court of law or any other binding decision making body, the damages to which the exhibitor will be entitled are limited to the amount of the exhibit fee paid by the exhibitor.