

# 47TH ANNUAL MO-CASE SPECIAL EDUCATOR ADMINISTRATORS CONFERENCE

## EXHIBIT SPACE AND SPONSOR INFORMATION

### **The conference takes place September 22-24, 2024**

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 register and submit payment before Friday, August 30, 2024. 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.
- 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.
- Sunday evening will be a reception from 5:30 - 7:00 pm for all attendees that will be held in Exhibit Hall.
- We will provide snacks for our attendees on Monday from 2:30 – 2:45 p.m. in the Exhibit Hall.

Registration for the conference will be located in Windgate Hall so be sure to complete your setup by 11:30 am on Sunday, Check-in begins at noon!

**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 are 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.

**PAYMENTS:** Payments can now only be made via credit card; checks are no longer accepted.

## **EXHIBIT ONLY BOOTH RATE:**

Non-Profit Exhibit Booth Only: **\$350**

For Profit Exhibit Booth Only: **\$600**

## **PLATINUM SPONSOR \$5500**

### **Booth included** (Non-Profit - Profit)

- Five (5) minute presentation with the Board of Directors
- Presentation during Sponsor Showcase, Monday afternoon
- Complimentary Exhibitor Booth
- Opportunity to present a Breakout Session within the actual conference that is integrated like standard sessions. (Must be a legitimate session related to the conference for the committee to review and approve. This should be something other than a sales pitch-style presentation. Proposal must be submitted by May 1<sup>st</sup>, 2024 Use this [link](#) to submit a proposal.
- Four (4) Full Conference Registration passes
- Full-page main stage slideshow advertisement space
- Website & email *Spotlight*
- Top-level promotional item provided to attendees with Logo
- Names and emails of attendees will be sent the week before the conference and the week after
- Logo feature on the website, sponsor carousel, and email communications/ social media

## DIAMOND SPONSOR \$4575

### Booth is included in the price

(Non-Profit)

- Five (5) minute presentation with the Board of Directors
- Presentation during Sponsor Showcase, Monday afternoon
- Complimentary Exhibitor Booth
- Three (3) Conference Registration passes
- Email “*Shout Out*” sent to attendees
- Website & email acknowledgment
- Full-page main stage slideshow advertisement space
- Second-level promotional item provided to attendees with Logo
- Names and emails of attendees will be sent the week before the conference
- Opportunity to present a Breakout Session within the actual conference that is integrated like standard sessions. (Must be a legitimate session related to the conference for the committee to review and approve. This should not be a sales pitch-style presentation. Proposal must be submitted by May 1<sup>st</sup>, 2024 Use this [link](#) to submit a proposal.

## DIAMOND SPONSOR \$4800

### Booth is included in the price

(Profit)

- Five (5) minute presentation with the Board of Directors
- Presentation during Sponsor Showcase, Monday afternoon
- Complimentary Exhibitor Booth
- Three (3) Conference Registration passes
- Email “*Shout Out*” sent to attendees
- Website & email acknowledgment
- Full-page main stage slideshow advertisement space
- Second-level promotional item provided to attendees with Logo
- Names and emails of attendees will be sent the week before the conference
- Opportunity to present a Breakout Session within the actual conference that is integrated like standard sessions. (Must be a legitimate session related to the conference for the committee to review and approve. This should not be a sales pitch-style presentation. Proposal must be submitted by May 1<sup>st</sup>, 2024 Use this [link](#) to submit a proposal.

## **GOLD SPONSOR \$3530**

### **Booth is included in the price (Non-Profit)**

- Presentation during Sponsor Showcase
- Five (5) minute presentation with the Board of Directors
- Two (2) Conference Registration passes
- Half-page main stage slideshow advertisement space
- Website & Mobile App acknowledgment
- Email “*Shout Out*” sent to attendees post-conference
- Logo feature on event website and sponsor carousel.
- Names and emails of attendees one week before the conference
- Promotional item provided to attendees with Logo
- Opportunity to present a Breakout Session within the actual conference that is integrated like standard sessions. (Must be a legitimate session related to the conference for the committee to review and approve. This should be something other than a sales pitch-style presentation. Proposal must be submitted by May 1<sup>st</sup>, 2024 Use this [link](#) to submit a proposal.

## **GOLD SPONSOR \$3800**

### **Booth is included in the price (Profit)**

- Presentation during Sponsor Showcase
- Five (5) minute presentation with the Board of Directors
- Two (2) Conference Registration passes
- Half-page main stage slideshow advertisement space
- Website & Mobile App acknowledgment
- Email “*Shout Out*” sent to attendees post-conference
- Logo feature on event website and sponsor carousel.
- Names and emails of attendees one week before the conference
- Promotional item provided to attendees with Logo
- Opportunity to present a Breakout Session within the actual conference that is integrated like standard sessions. (Must be a legitimate session related to the conference for the committee to review and approve. This should be something other than a sales pitch-style presentation. Proposal must be submitted by May 1<sup>st</sup>, 2024 Use this [link](#) to submit a proposal.

## **SILVER SPONSOR \$2670**

**Booth is included in the price**  
(Non Profit)

- Half page main stage slideshow advertisement space
- Website & Mobile App acknowledgment
- Small Logo item included for attendees in Swag bag
- If wanting to attend conference (sessions and meal tickets )

## **SILVER SPONSOR \$3010**

**Booth is included in the price**  
(Profit)

- Half page main stage slideshow advertisement space
- Website & Mobile App acknowledgment
- Small Logo item included for attendees in Swag bag
- If wanting to attend conference (sessions and meal tickets )

## **BRONZE SPONSOR \$1400**

**Booth is included in the price**  
(Non Profit)

- Full page main stage slideshow advertisement space
- Website & Mobile App acknowledgment
- Small Logo item included for attendees in Swag bag

## **BRONZE SPONSOR \$1600**

**Booth is included in the price**  
(Profit)

- Full page main stage slideshow advertisement space
- Website & Mobile App acknowledgment
- Small Logo item included for attendees in Swag bag

Click here to register

## Additional Sponsor Opportunities

**Lanyards - \$1000**  
**Bags (500) for each attendee \$700 - Up to 3 Sponsors**

Each 8' x 10' booth contains one 6' x 30" table, two chairs, one wastebasket, and one 9" x 44" identification sign is available upon request. Electrical outlets, AV, additional tables, and chairs are available from Margaritaville. [Click here](#) for Margaritaville's Exhibitor Order Form.

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

## **HOURS**

### **Sunday, September 22, 2024**

Exhibit Setup: 8:00 a.m. – 11:30 a.m. \*

Exhibits Open: 12:00 p.m. – 7:00 p.m.

Reception 5:00 pm-7:00 pm

### **Monday, September 23, 2024**

Exhibits Open: 7:00 a.m. – 4:30 p.m. \*

Exhibit Tear Down – 4:30 p.m. – 6:30 p.m.

Sponsor Showcase 4:30 pm-6:30 pm - (Platinum, Diamond and Gold sponsors ONLY)

# BOOTH LAYOUT

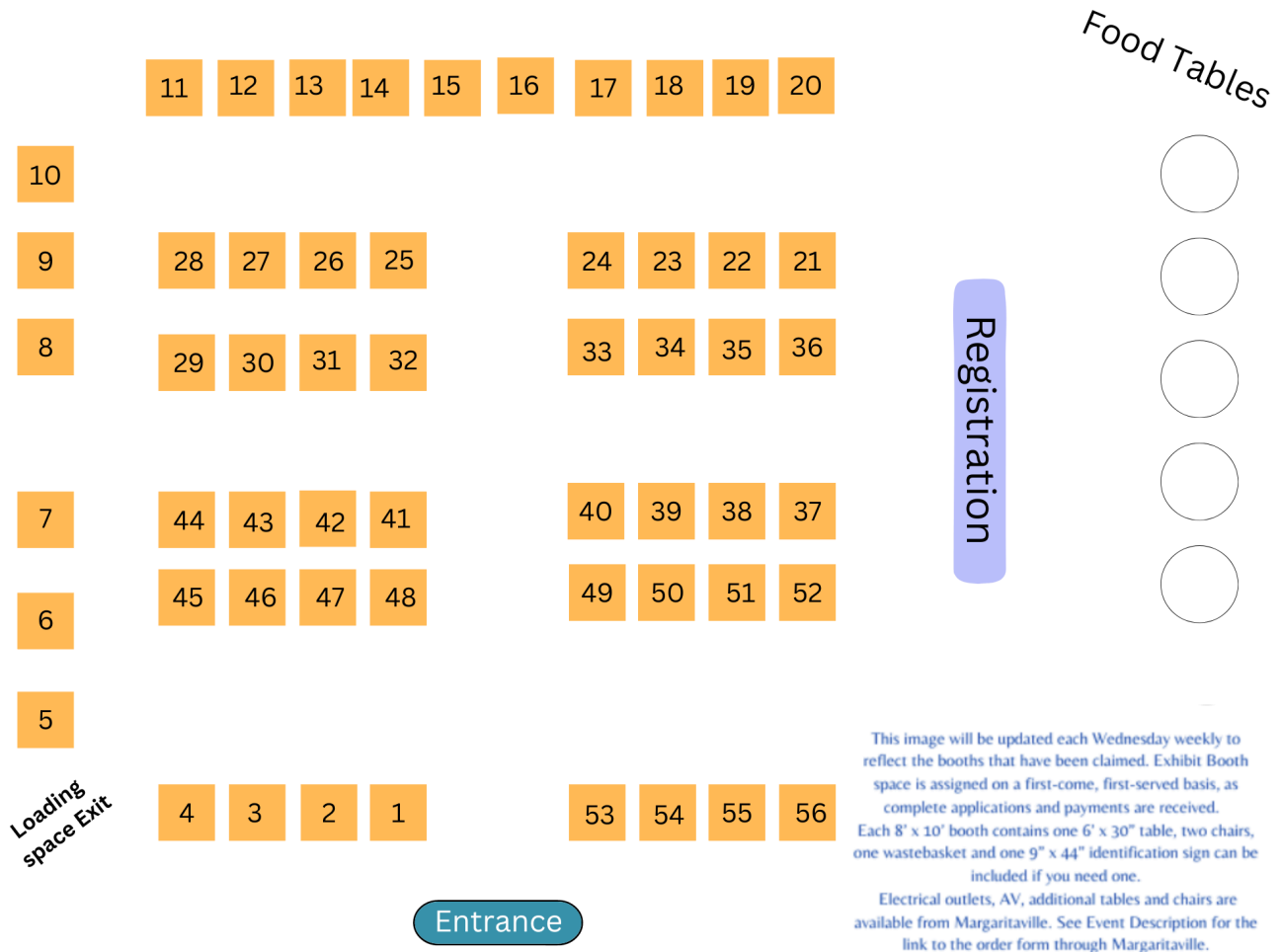


Exhibit Booth space is assigned on a first-come, first-served basis, as complete applications and payments are received. A confirmation e-mail with information regarding registering booth personnel, shipping information, electricity, and internet; and reserving hotel rooms will be sent after the Exhibit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

**SHIPPING:** Margaritaville will assess handling and storage fees for any freight shipped directly to the hotel. Margaritaville recommends that exhibitors who need to ship freight to or from the resort contact the firm of Page and Brown. [Click here](#) for a copy of the shipping form.

**SPACE ASSIGNMENT:** *Sponsors receive preferential space assignments.* Other assignments will be on a first-come, first-served basis, based on the date applications are

received in the MO-CASE office. Every effort will be made not to 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 for \$100 per person.

**SPONSOR SHOWCASE & RECEPTION (Platinum, Diamond, and Gold Sponsors ONLY):** MO-CASE sponsors have the opportunity to “showcase” their products and services to our attendees on Monday evening. Participating sponsors will provide informal 15-minute presentations, allowing attendees an opportunity to rotate through the Showcase and talk with several of the Sponsors. An MC/DJ will also help keep the room moving and engaged so Sponsors get maximum exposure. Refreshments and appetizers will be provided. Please provide raffle/door prizes that will be used during the Showcase to Spotlight your sponsorship!

## **HOTEL INFORMATION AND RESERVATIONS**

Make your room reservation directly with Margaritaville Resort by calling 1-800-826-8272 or via [Margaritaville's Website](#). A block of rooms has been reserved at a special conference rate if booked by August 22, 2024:

Single occupancy	\$135
One Bedroom Suite	\$244
Two Bedroom Suite	\$324

You must identify yourself as a MO-CASE Special Education Administrators' Conference attendee to receive this special rate. If registering online, the special code is **CASE**. Rates are not guaranteed after this date.

### Additional event information

Thank you for sponsoring or exhibiting at the MO-CASE's 47th Annual Special Education Administrators' Conference. We look forward to seeing you this fall!

**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 the 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. The hotel will not be responsible or liable for any loss, damage, or claims arising out of the exhibitor's activities on the hotel premises, except for any claims, loss, or damages arising directly from its negligence. MO-CASE will be responsible for negotiating the



contract with its exhibitors. MO-CASE does not endorse or advertise off-site 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 the 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/her assigned space, MO-CASE is entitled to full payment for the booth. Submission of registration indicates acceptance of this policy.