

Ohio's  
6th Annual  
Special  
Education  
Leadership  
Conference

September 26-27, 2012

# Sponsor and Exhibitor Application Package



**Early Bird Discounts with Commitments before May 1, 2012**

## Sponsor, Exhibitor, Advertiser

We are pleased to offer multiple sponsorship packages to demonstrate the collaborative effort that is required in providing quality educational programs and services for all children.

**Greater Columbus  
Convention Center  
Columbus, Ohio**

**Ohio** | Department  
of Education

## 2011 Conference Participants



## Why Exhibit?

- Ohio's Special Education Leadership Conference has grown from 800 attendees in 2007 to over 1,770 in 2011.
- According to the 2011 post conference survey, 96% of attendees completing the survey visited the exhibits and requested that exhibitors be expanded in 2012.
- All lunches, refreshment breaks, and informal networking are located in the Exhibit Hall.
- NEWTHISYEAR! – All Keynote sessions are in back of the Exhibit Hall, drawing participant traffic through the hall each morning, during lunch, and at the end of the first day.
- The first 10 exhibitors to secure a Premium Booth Package will have a concurrent session presentation time on the conference agenda.
- The unique balance of commercial and non-profit exhibitors provides something for everyone.
- ***AND ... NO increase in exhibitor's fees from last year's conference!***



# Sponsorship Opportunities

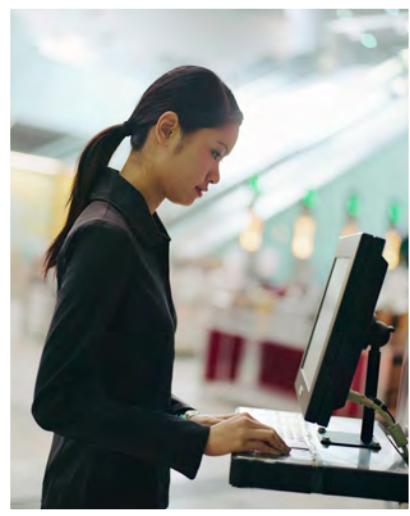
Confirm your Sponsorship Option **by May 1, 2012**, and receive a **15% discount**.



- Tote Bags
- Lanyards
- T-shirts
- Continental Breakfast
- Afternoon Refreshment Break
- Relaxation Station
- Cyber Cafe'
- General Session Keynote Speakers







## Cyber Café' ..... \$2,500

Many school personnel need to stay in touch with what's going on at school. The Cyber Café lets attendees check e-mail, surf the web or check out resource information acquired during the conference. The sponsor can display a wallpaper message or set the computer's homepage to sponsor's web site. Sponsors can also provide customized mouse pads, pens, note pads or other paraphernalia in the Cyber Café. The Café is located in the Exhibit Hall and is guaranteed to be a high traffic, popular area. Sponsorship includes:

- Custom made placards with sponsor name and logo in the Café area
- Sponsor naming rights to the café area ( i.e. [Sponsor's]Cyber Café)
- Sponsor logo as screen saver for each computer in the café
- Sponsor website set as homepage for each computer
- Sponsor name, logo and web link printed in the Conference program and listed on the Conference web site
- Complimentary Standard Booth Package

*Sept. 26, 2012: 10 am & 3:45 pm; or Sept. 27, 2012: 8:30 am*

## General Session Keynote Speakers

The Opening General Sessions are each day's lead-off event for Ohio's Special Education Leadership Conference each day. A Keynote Speaker also wraps up the Conference's first day. Your company will make a lasting impression on conference attendees and provides great visibility right from the start of the conference. Sponsor benefits include:

- Logo projected prominently on screen in ballroom before the Opening General Session
- Acknowledgment in Conference program
- Recognition during the Session
- Sponsor's representative introduces the speaker
- Complimentary Premium Booth Package (see description in Exhibit Booth section)
- Copy of the pre-conference participant mailing list (a \$300 value),
- One Conference presentation session **or** One free full page, full-color ad in the conference program. (*Session information must be received by Friday, June 29, 2012.*)



*Make Your Booth More Visible – Increase Your Booth Traffic!*

## Leadership Conference Prize Card..... **First 20 Exhibitors**

Prize announcements will be made in the exhibit area at announced times during the two days of the Conference. Prizes should be valued at more than \$50, but less than \$700. If you would like to support this aspect of the Leadership Conference, please check this option on the application on page 18. The Prize Card option is limited to the first 20 exhibitors who commit to support this program.

Send your company name and prize information to Caroline Coston at [coston-robinson.1@osu.edu](mailto:coston-robinson.1@osu.edu).

Another way to get more visibility and get the attention of conference participants is by donating an item to the **Leadership Conference Prize Card** program. Participants will be encouraged to visit the booths of contributing exhibitors to get their cards stamped so their cards can be entered in the drawings.

# Exhibitor Opportunities

Confirm your Booth Package **by May 1, 2012**, and receive a **10% discount**.



- Premium
- Standard
- Non-profit

# Exhibit Hall Floor Plan

Yellow ●●●●●●●● Premium  
 Blue ●●●● Standard/NonProfit

Confirm your Booth Package  
**by May 1, 2012**, and  
 receive a **10% discount**.

417	416	317	316	217	216	117	116
415	414	315	314	215	214	115	114
413							112
411	410	311	310	211	210	111	110
419	408	309	308	209	208	109	108
407							106
405	404	305	304	205	204	105	104
403	402	303	302	203	202	103	102
401							100
ENTRANCE							

- △ Exhibitor Agreement Forms will be processed on a first-come, first-served basis with booth preference/location given to Premium Package exhibitors.
- △ A 50% deposit is required within 30 days of submitting Exhibitor Agreement Form.
- △ All exhibit packages include carpet. Electricity and Internet connectivity are available for an additional fee paid directly to the convention center.
- △ All exhibitors will be listed by name, contact information, a 200-character description and their company/organization logo in the conference program. (logo must be submitted in high-quality [minimum 300 DPI] print-ready format)
- △ Non-Profit packages are available for 501(c)(3) organizations. **Exhibiting organization must submit a copy of a 501(c)(3) certificate or equivalent along with Exhibitor Agreement Form.**

- △ \*\*75-minute breakout sessions will be provided to the first 10 exhibitors to sign up at the Premium level and submit the requisite 50% booth deposit. Session details (title, presenter name, abstract, etc.) will be collected after confirmation of Premium booth level status. Session information must be received by Friday, June 29.
- △ Instructions for registering exhibit booth staff will be sent upon receipt of full payment for exhibit space. Additional full-conference staff registrations may be purchased for \$75 each.
- △ Twenty-four (24) hour peripheral security will be provided starting Tuesday, September 25, 2012, and continuing through the end of the CONFERENCE on Thursday, September 27, 2012. Security personnel will be on duty during setup, overnight Tuesday, September 25, and Wednesday, September 26, and during dismantling of Exhibit Hall C on Thursday, September 27.
- △ Exhibitors are responsible for insuring and securing their own materials. CSNP does not assume responsibility for lost or stolen materials.
- △ The Exhibit Services Manual contains shipping information and rental/services order forms. The manual will be sent to exhibitors by August 1, 2012.
- △ Once the AGREEMENT has been signed and accepted by CSNP, EXHIBITOR will be liable for 100% of contracted amount. Refunds will not be provided for any cancelled AGREEMENT. CSNP reserves the right to resell any cancelled exhibit space. CSNP reserves the right to terminate this AGREEMENT immediately by written notice if EXHIBITOR breaches any of the regulations, terms and/or conditions set forth in this AGREEMENT or contained within the MANUAL, including but not limited to, failure to submit payment as stipulated in this AGREEMENT.

*Two corners, prime locations.*

**Premium** ..... **\$1,200**

The Premium Package is the top of the line exhibiting opportunity. This package includes:

- 10' x 10' booth with 8' back drape, 3' side drape and basic carpet
- First or second choice of booth location, based on availability
- 6' long, 30" high skirted table
- Two (2) chairs and one (1) waste basket; 7" x 44" ID sign
- Three (3) full conference registrations (additional registrations may be purchased for \$75 each)
- Exhibitor name, logo, contact information and description in the conference program
- **One (1) Conference presentation – limited to the first 10 applicants.** *Presentation information must be received by Friday, June 29, 2012*

**Standard\*** ..... **\$1,000**

**Double Standard\*** ..... **\$1,700**

The Standard Package provides a complete booth set up. This package includes:

- 10' x 10' booth with 8' back drape, 3' side drape and basic carpet
- 6' long, 30" high skirted table
- Two (2) chairs and one (1) waste basket; 7" x 44" ID sign
- Two (2) conference registrations (additional registrations may be purchased for \$75 each)
- Exhibitor name, logo, contact information and description in the conference program

*Perimeter Aisle*

**Non-Profit\*\*** ..... **\$700**

The Non-Profit Package is for 501c(3) exhibitors. This package includes:

- 10' x 10' booth with 8' back drape, 3' side drape and basic carpet
- 6' long, 30" high skirted table
- Two (2) chairs and one (1) waste basket; 7" x 44" ID sign
- Two (2) conference registrations (additional registrations may be purchased for \$75 each)
- Exhibitor name, logo, contact information and description in the conference program

# Exhibit Booth Packages



**\*Exhibitor Agreement must be received or postmarked by May 31, 2012. Internet access may be purchased on the day of conference. Check with Show Management when onsite.**

**\*\*Must submit copy of the 501(c)(3) certificate along with Exhibitor Agreement.**

# Advertising Opportunities

Confirm your Advertising Option by **May 1, 2012**, and receive a **10% discount**.

# Conference Program Advertising

Your sponsorship will be in the hands of more than 1,700 attendees through the duration of the conference. In addition to a comprehensive list of sessions, the program includes the schedule and abstracts of presentations, exhibitors contact information, speaker contact information, and a Day-at-a-Glance schedule.

Select an option to place your advertisement in the Conference Program. All Conference participants will receive a program in their Conference Tote.

- Inside Front Cover (8.5" x 11") ..... **\$1,500**
- Inside Back Cover (8.5" x 11") ..... **\$1,500**
- Back Cover (8.5" x 11") ..... **\$2,000**
- Full-page full-color Ad (8.5" x 11") ..... **\$800**
- Half-page full-color Ad (8.5" x 5.5") ..... **\$600**
- Quarter-page full-color Ad (4.5" x 5.5") ..... **\$400**



**NOTE:** Ads should be submitted as high-quality PDF files with all fonts and images embedded and set to press quality. Please convert all RGB colors to CMYK.

**SUBMISSION DEADLINE – July 30, 2012.**



# Contract Rules, Regulations, and Agreement

## Ohio's 6th Annual Special Education Leadership Conference

**September 26-27, 2012**

**Greater Columbus  
Convention Center  
Columbus, Ohio**

# Ohio's 6th Annual Special Education Leadership Conference and Exposition Agreement

## Regulations, Terms, and Conditions

### General Information

Ohio Department of Education's 6TH Annual Special Education Leadership Conference- September 26-27, 2012 - is coordinated and managed by The Ohio State University's Center for Special Needs Populations (CSNP). CSNP provides access to space—at a cost—to approved entities ("EXHIBITOR") at the CONFERENCE. Exhibit space will be assigned on a first-come, first-served basis as determined by CSNP. Acceptance of an exhibit is in no way to be construed or promoted as an endorsement by CSNP. CSNP makes no representations of warranties of any kind regarding the CONFERENCE, the number of attendees, merchantability, and/or fitness for EXHIBITOR purpose.

Approval to exhibit at the CONFERENCE is contingent upon approval by CSNP under the guidance of the CONFERENCE Planning Committee. CSNP may restrict, prohibit or evict any Exhibitor(s) whose exhibit does not comply with the rules and regulations outlined in this agreement ("AGREEMENT") and associated with the CONFERENCE – including, but not limited to those found in the Exhibit Services Manual ("MANUAL"), is misleading or deceptive, is in poor taste or unsuitable to exhibit, or whose exhibit, products, publications, or materials because of noise, method of operation, or otherwise may detract from the general character of the CONFERENCE. In such an instance, EXHIBITOR shall restrict its exhibit or forfeit the exhibit space and dismantle, remove, and vacate the exhibit space as requested or ordered by CSNP.

### Agreement Acceptance

Acceptance of EXHIBITOR is at sole and absolute discretion of CSNP under the guidance of the CONFERENCE Planning Committee. An application to exhibit is not considered accepted until EXHIBITOR is notified in writing by CSNP of the acceptance. Upon receipt, CSNP will review the application and assign EXHIBITOR to a booth(s) location. A 50% deposit is due within 30 days of submitting signed agreement. Failure to provide 50% deposit may result in the termination of this AGREEMENT and the reassignment of booth space to another EXHIBITOR. **Payment in full is required of all EXHIBITORS July 30, 2012.** EXHIBITOR will not be permitted to erect a display until space rental is paid in full. Checks should be made out to The Ohio State University. All accepted applications are subject to the regulations, terms and conditions contained within this AGREEMENT, MANUAL and/or set forth by the Greater Columbus Convention Center ("GCCC"). CSNP reserves the right to terminate this agreement with written notice if EXHIBITOR breaches any of the regulations, terms, or conditions contained herein and in the MANUAL, including failure to make payment when due under the terms of this AGREEMENT.

### Floor Plan

The floor plan for exhibits in Exhibition Hall C is developed and maintained by CSNP and is the official floor plan for the CONFERENCE. CSNP reserves the right to change the CONFERENCE Exhibits Floor Plan at any time to best accommodate the overall needs of the CONFERENCE. Exhibit space assignments will be determined at the sole discretion of CSNP and memorialized in this AGREEMENT. CSNP reserves the right to reassign EXHIBITOR, with notice, if determined by CSNP to be in the best interest of the CONFERENCE.

### EXHIBITOR Representation

EXHIBITOR will name one (1) individual to act as its authorized representative for all decisions regarding the exhibit throughout the duration of the exhibition agreement.

## Exhibition Hours

Exhibit Hours for the CONFERENCE will be:

- **Tuesday, September 25, 2012**  
EXHIBITOR Move-in: 3:00 pm – 6:30 pm EDT
- **Wednesday, September 26, 2012**  
EXHIBITOR Move in: 6:00 am – 8:00 am EDT  
Exhibit Hall Opens: 8:00 am – 6:00 pm EDT  
2012 General Conference: 9:00 am – 6:00 pm EDT
- **Thursday, September 27, 2012**  
2012 General Conference: 7:30 am – 2:30 pm EDT  
EXHIBITOR Move out: 2:30 pm – 5:30 pm EDT

Exhibition strike, dismantling and/or packing of booth space **will commence no sooner than 2:30 pm EDT on Thursday, Sept. 27, 2012.**

## EXHIBITOR Participation

Any space not occupied by 3:00 pm EDT on Wednesday, September 26, 2012, unless arrangements for delayed occupancy have been arranged with CSNP, will be forfeited by EXHIBITOR, and such space may be resold, reassigned or used by CSNP without refund of EXHIBITOR payment. EXHIBITOR booth must be staffed and attended at all times during Exhibition Hours. Abandonment of booth space at any time during exhibition hours is not permitted. No addition or removal of major/large products or materials to or from booth is permitted during exhibition hours. Demonstrations, distribution of publications, materials, and/or samples are limited to the confines of the EXHIBITOR'S assigned booth or a concurrent session presentation that appears in the conference schedule. Occupation of exhibition space is solely limited to the EXHIBITOR who signed the AGREEMENT for such space. EXHIBITOR will not assign, sublet, share, or allot the whole or any portion of its assigned space or permit representatives, products, publications or equipment to occupy assigned space other than what is manufactured, provided, distributed or affiliated with or by EXHIBITOR without prior written consent of CSNP.

## Exhibit Rules and Regulations

**Carpeting is required in all booth spaces** for the CONFERENCE in order to maintain the professional character and appearance of the exhibit hall. No items shall be posted on, taped, tacked, nailed, screwed, or otherwise attached to the columns, support beams, walls, floors, doors, or other parts of the GCCC. Caustic or staining fluids/materials are not permitted in the Exhibit Hall C. Packing, unpacking, and assembly of exhibits shall be done only in the designated areas and in conformity with the directions of CSNP and/or the GCCC. EXHIBITOR, its agent and/or representatives are liable for all damages caused by them to the GCCC, booth equipment, property of CSNP, and the event services contractor for the CONFERENCE. EXHIBITOR employees may install and dismantle their own display as long as forklift, aerial lift, or other equipment assistance is not necessary. Any display of banners, decorations, or theatrical equipment that hangs from the ceiling in the Exhibit Hall C must be approved and hung by GCCC personnel. All materials or decorations used in EXHIBITOR'S

booth must be flame retardant and conform to all Fire Department and/or State/Local Fire Marshall regulations. Required exit doors, exit lights, fire alarm sending stations, wet standpipe hose cabinets, and fire extinguisher locations shall not be concealed or obstructed. Use of open flames, compressed gas, or explosive fuels, heat, etc. is prohibited. Columbus Fire Department (CFD) inspectors, fireman, State Fire Marshall, GCCC personnel and CSNP will conduct regular and continuous inspections of the Exhibit Hall C and individual Exhibit Booths throughout the CONFERENCE and without any prior notification and will enforce all rules and regulations. EXHIBITOR accepts full responsibility for compliance with national, state, city and GCCC fire safety rules and regulations.

EXHIBITOR will be directly warned and perhaps fined for any violations pertaining to EXHIBITOR'S booth(s) and/or participation in CONFERENCE, as determined by appropriate authorities and/or CSNP. The GCCC is a smoke-free facility. Smoking is prohibited in the exhibit area, main concourse, session rooms, entrance ways, and dock areas. Digital devices (computers, printers, monitors, keyboards, etc.) on display must comply with Section 302(b) of the Communications Act and Section 2.803 of the FCC's rules. All digital devices must have the required FCC certifications, including an FCC Warning and Identification Label. Computers and peripherals are defined as Class B digital devices. All such devices must carry a FCC Warning Label and ID Number. These devices emit radio signals when operating. Uncertified digital devices may cause harmful interference to radio and broadcast communications. EXHIBITOR shall abide by and observe all federal, state and local laws, rules, regulations, and ordinances

applicable to the GCCC, including the rules of the GCCC, CSNP, CONTRACTOR, and Labor Unions.

EXHIBITOR shall not discriminate against any person on the basis of age, sex, race, color, creed, religion, national origin, sexual orientation, education level, disability, or in any other manner in connection with or related to the CONFERENCE or use of the GCCC. EXHIBITOR is prohibited from possessing or having under their control, a "deadly" weapon or "dangerous ordnance" (each as defined in Ohio Revised Code Section 2923.11), while conducting business related to this AGREEMENT, or while conducting business in or on state-owned or leased property.

## EXHIBITOR Manual

The MANUAL will be sent to EXHIBITOR no later than Thursday, August 1, 2012. The MANUAL will include, but is not limited to: shipping instructions to advance warehouse, materials handling information, additional EXHIBITOR rules and regulations, move-in/move-out schedules, and service agreement forms for the rental or purchase of equipment, furniture, audio/visual equipment, utilities or Internet access for the exhibit hall. EXHIBITOR is required to use official CONFERENCE contractors for services and/or equipment. EXHIBITOR is solely responsible for all arrangements and payment(s) corresponding to services or products included in the MANUAL. CSNP assumes no responsibility or liability for the performance, delivery, or suitability of any services or products purchased, rented, and/or secured through the MANUAL.

## Food and Beverages

ARAMARK is the exclusive food and beverage provider of the GCCC. All foods and beverages must be ordered through ARAMARK. No alcohol is permitted in the exhibit hall at any time during the Conference. Preparation and/or serving of any type of food or beverage within the exhibition hall prohibited without the prior written consent of CSNP and/or ARAMARK is not permitted. CSNP and ARAMARK reserve the right to bill the EXHIBITOR for the actual cost plus a determined fee for any food or beverage item brought into the GCCC without prior written consent from CSNP and/or ARAMARK.

## "Good Neighbor" Policy

EXHIBITOR agrees to adhere to CONFERENCE'S "Good Neighbor" Policy ("POLICY") as a condition for participation in the CONFERENCE. Display materials and/or products should not obstruct the sight lines of neighboring booths and/or intrude upon or in any way invade the space of neighboring booths. EXHIBITOR'S booth items should not exceed the height of the back drape (8') or side drape (3') excluding items which are "flown" or rigged above booth at EXHIBITOR'S expense or those which are approved by CSNP. Music, voices (regular and amplified), and booth noise shall be at appropriate sound levels at all times and must not interfere with other exhibitors. CSNP shall determine and enforce acceptable volume levels for all participants in the exhibit hall.

EXHIBITOR is not permitted to leave the CONFERENCE prior to the closing of the Exhibit Hall C on Thursday, September 27, 2012.

## EXHIBITOR Sales of Products or Services

EXHIBITOR is responsible for collecting and remitting applicable sales and use taxes to the State of Ohio and/or any and all local jurisdictions for EXHIBITOR'S sales of products or services. EXHIBITOR will submit to CSNP a completed sales tax form and/or tax identification certificate within two (2) business days of request. CSNP assumes no responsibility regarding EXHIBITOR sales and will cooperate with officials of the State of Ohio to make available requested information and/or to provide access to such officials to the exhibit area.

## Security and Insurance

Twenty-four (24) hour peripheral security will be provided starting Tuesday, September 25, 2012, and continuing through the end of the CONFERENCE on Thursday, September 27, 2012. Security personnel will be on duty during setup, overnight Tuesday, September 25, and Wednesday, September 26, and during dismantling of Exhibit Hall C on Thursday, September 27. CSNP expressly disavows any responsibility for the protection of EXHIBITOR'S booth materials, or display during the CONFERENCE, and EXHIBITOR hereby releases CSNP from any and all claims, losses, damages and expenses arising out of any losses to any thereof. EXHIBITOR shall utilize lock boxes and/or arrange for its own security in its booth, as appropriate, at its own expense. EXHIBITOR shall be able to provide a certificate of insurance to cover exhibit material(s) against damage or loss and public liability insurance against injury to the person and property of others. EXHIBITOR shall certify, at its own expense, the provision of insurance for the protection

of EXHIBITOR'S property against fire, theft, vandalism, or destruction by any cause. CSNP assumes no risk or responsibility by the acceptance of this AGREEMENT. EXHIBITOR expressly releases CSNP from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental/occupation of exhibit booth and/or participation in CONFERENCE.

## Indemnification

EXHIBITOR releases and waives any claim against The Ohio State University, CSNP, its governing board, members, agents, contractors or employees. EXHIBITOR shall indemnify and hold harmless CSNP, the GCCC, and CONTRACTORS from any complaints, suits and/or liabilities resulting from negligence, loss, theft, damage or destruction of goods, or for any injury to itself, its agents, employees and contractors while in the GCCC or for any damage of any nature or character whatsoever including any damage to its business by reason of failure to provide space for the exhibit or the removal of the exhibit or for any action of any nature by it for failure to hold the CONFERENCE on schedule.

EXHIBITOR agrees to indemnify and hold harmless and defend indemnities from any losses, claims, liabilities, damages and expenses (including attorney's fees) arising from whatever cause whatsoever, including without limitation property damage or loss and injury or harm to persons arising out of or caused by EXHIBITOR'S maintenance, set-up, construction, removal and operation of its exhibit and booth, or the acts or failure to act of the EXHIBITOR and its officers, directors, employees, agents, contractors and invitees while in or about the GCCC and from any breach of this AGREEMENT.

## Force Majeure

In the event of cancellation or postponement of the CONFERENCE due to but not limited to, acts of God (flood, earthquake, tornado, fire, etc.), war, strikes, threats or acts of terrorism or similar acts, disease, U.S. Department of State, U.S. Department of Homeland Security, World Health Organization, Centers for Disease Control and Prevention (CDC) or other governmental or international agency travel advisory, civil disorder, non-availability of food, beverages, or other supplies or curtailment of transportation either in Columbus, OH or in the countries/states or origin of the attendees, deters at least twenty-five percent (25%) of the attendees from arriving for the first scheduled day of the event, making it inadvisable, impracticable, illegal, or impossible to continue with the CONFERENCE, CSNP, under the oversight of the Ohio Department of Education's Office for Exceptional Children can cancel or postpone CONFERENCE without liability.

## Cancellation

Once the AGREEMENT has been signed and accepted by CSNP, EXHIBITOR will be liable for 100% of contracted amount. Refunds will not be provided for any cancelled AGREEMENT. CSNP reserves the right to resell any cancelled exhibit space. CSNP reserves the right to terminate this AGREEMENT immediately by written notice if EXHIBITOR breaches any of the regulations, terms and/or conditions set forth in this AGREEMENT or contained within the MANUAL, including but not limited to, failure to submit payment as stipulated in this AGREEMENT.

## Application

**Mail (no email or faxes) ALL PAGES** (the following signature page and the completed EXHIBITOR Agreement) to:

Caroline Coston,  
Research Specialist  
The Ohio State University  
Center for Special Needs  
Populations - Exhibitor  
Agreement  
1900 Kenny Road  
Columbus, OH 43214 USA

Although we require a mailed hard copy with signatures and payment, to avoid data re-entry errors, **please submit this application electronically using the Adobe Acrobat fill-in feature and clicking on the 'submit' button which should be located in the upper right of your window.** You may also fill-in and save this document, then attach to an email message to Caroline Coston, coston-robinson.1@osu.edu. This will place your reservation, however, your application is not considered final and accepted until we receive the hard copy and payment via mail.

CSNP offers a variety of opportunities for group(s) to support this conference. CSNP reserves the right to reject a potential Exhibitor, Advertiser, or Sponsor on the grounds of questionable business practices or conflicting missions. If you have any questions about being an Exhibitor or Sponsor please contact Caroline Coston at (614) 247-4830 or by e-mail at coston-robinson.1@osu.edu.

# Ohio's 6th Annual Special Education Leadership Conference September 26-27, 2012

## Exhibitor Application/Agreement

### Agreement Due May 31, 2012; Deposit June 29, 2012.

Select the sponsorship, exhibit or advertising option that your company would like to secure.  
**You must submit payment along with this agreement.**

Company/Organization Name: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

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

### Exhibitor Description (up to 300 words that will be published in the Conference program):

## Exhibit Booth On-site Contact

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

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Conference Coordinator – This person receives all exhibit-related information and communication.

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

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## Conference Sponsorship Opportunities

Item	Choice	Item Total
Conference Tote Bags	\$7,000 ___ =	_____
Continental Breakfast	\$4,000 ___ =	_____
Afternoon Break	\$4,000 ___ =	_____
Participant Lanyards	\$3,000 ___ =	SOLD
Relaxation Station	\$2,500 ___ =	_____
Cyber Café	\$2,500 ___ =	_____
Volunteer T-Shirts	\$2,000 ___ =	_____
General Session Keynote	___ =	SOLD
Sponsorship TOTAL:		_____

## Exhibit Booth Packages

Package Type	How Many	Item Total
Premium*	\$1,200 x ___ =	_____
Standard *	\$1,000 x ___ =	_____
Double Standard *	\$1,700 x ___ =	_____
Non-profit**	\$700 x ___ =	_____
Exhibit Booth TOTAL:		_____

\*Exhibitor Agreement must be received or post-marked by May 31, 2012.

\*\*Must submit copy of 501(c)(3) certificate along with Exhibitor Agreement.

Exhibit space will be assigned on a first-come, first-served basis. First preference will be given to Premium Booth Exhibitors.

Internet access may be purchased on the day of conference. Check with Show Management when onsite.

## Conference Program Advertising

Space	Cost	Selection
Inside Front Cover (8.5" x 11")	\$1,500	___
Inside Back Cover (8.5" x 11")	\$1,500	___
Back Cover (8.5" x 11")	\$2,000	___
Full-Page full-color Ad (8.5" x 11")	\$800	___
Half-Page full-color Ad (8.5" x 5.5")	\$600	___
Quarter-Page 4-color Ad (4.5" x 5.5")	\$400	___
Program Advertising TOTAL:		_____

## Payment Information

Make check payable to:

The Ohio State University

RETURNED CHECK FEE: \$40.00

## Order Summary

Sponsorship Total: \_\_\_\_\_

Exhibit Booth Total: \_\_\_\_\_

Program Advertising Total: \_\_\_\_\_

Sub-Total: \_\_\_\_\_

May 1 Discount? Yes: No: = \_\_\_\_\_

GRANDTOTAL: \_\_\_\_\_

50% Deposit Amount\*: \_\_\_\_\_

AMOUNT ENCLOSED: \_\_\_\_\_

BALANCE DUE: \_\_\_\_\_

\* Deposit is due within 30 days of submitting this signed agreement or by June 29, 2012.

**All payments must be in US dollars. Payment in full is required by July 30, 2012.**

MAIL (no email or faxes) ALL PAGES (the following signature page and the completed Exhibitor Agreement) and payment to:

Caroline Coston, Research Specialist  
The Ohio State University  
Center for Special Needs Populations - Exhibitor Agreement  
1900 Kenny Road  
Columbus, OH 43214 USA

## Prize Card Program Commitment

Yes! my company will participate in the Leadership Conference Prize Card Program and will donate the following prize:

Item Name and Description:

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## Signature

In signing, EXHIBITOR agrees to abide by the regulations, terms, and conditions as set forth in this AGREEMENT and the Exhibitor MANUAL to be released no later than August 1, 2012. CSNP reserves the right to include additional regulations, terms, and conditions as necessary for the benefit of the CONFERENCE as requirements for participation in CONFERENCE. Any additional regulations, terms, and conditions will be communicated to EXHIBITOR in writing in the form of an amendment to this AGREEMENT to be signed by both EXHIBITOR and official representative of CSNP. The rights of CSNP under this AGREEMENT shall not be deemed waived except as specifically stated in writing and signed by official representative of CSNP. If any terms of the AGREEMENT are declared invalid or unenforceable by a court of competent jurisdiction, the remainder of the AGREEMENT shall continue in full force and effect.

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Authorized EXHIBITOR Representative (print name)

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Authorized EXHIBITOR Representative (signature)

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Date

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Authorized CSNP Representative (signature)

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Date

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I have read the entire Regulations, Terms, and Conditions of the Ohio's 6th Annual Special Education Leadership Conference and Exposition AGREEMENT found on pages 12-15 of the *Sponsor, Exhibitor and Advertiser Application* package.

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**Although we require a mailed hard copy with signatures and payment, to avoid data re-entry errors, please submit this application electronically using the Adobe Acrobat fill-in feature and clicking on the 'submit' button which should be located in the upper right of your window. You may also fill-in and save this document, then attach to an email message to Caroline Coston, coston-robinson.1@osu.edu. This will place your reservation, however, your application is not considered final and accepted until we receive the hard copy and payment via mail.**

# Area Hotels and Information

updates on  
[www.EdResourcesOhio.org](http://www.EdResourcesOhio.org)



Ohio's 6th Annual Special Education Leadership Conference  
September 26-27, 2012

**Sponsor Application Package**