

2018 Show-Me Professional Learning Conference

March 4-6, 2018



THE PROFESSIONAL LEARNING ASSOCIATION

MISSOURI

EXHIBIT/SPONSORSHIP APPLICATION AND CONTRACT

INSTRUCTIONS: Type or print the application. *Complete all sections.* Sign and return this application *including payment* to:

Custom Meeting Planners
P.O. Box 30785
Columbia, MO 65205

PLEASE PRINT:

Company/Organization _____

Address _____

City, State, ZIP Code _____

Contact Name _____ Email _____

Daytime Telephone _____ Fax _____

Company Website _____

Brief Description of Company Product/Service (30 words or less) _____

METHOD OF PAYMENT:

_____ Payment by check made payable to Custom Meeting Planners

_____ Payment by Mastercard, Visa or Discover

(Please note: A 5-percent surcharge will be assessed on credit card payments for transaction fees.)

Credit Card Number _____ Expiration Date _____ CRV Code _____

Name on Card _____

Cardholder's Billing Address (Street, City, State, ZIP Code) _____

Cardholder's Signature _____

We agree to abide by the provisions set forth in this contract and understand that payments made for booth space are nonrefundable. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the hotel premises and will indemnify, defend, and hold harmless 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. Acceptance of this application by Learning Forward Missouri constitutes a contract.

Authorized Representative's Signature

Date

Print Name

PRICING FOR DISPLAYS

EARLY DISCOUNT FOR DISPLAY (POSTMARKED ON OR BEFORE FEB. 9, 2018):

For-Profit Display _____ x \$275 = \$ _____

501(c)(3) Nonprofit Display _____ x \$225 = \$ _____

STANDARD PRICE FOR DISPLAY (POSTMARKED AFTER FEB. 9, 2018):

(In order to be included in the conference program, we must receive your exhibitor application and full payment by Feb. 16, 2018.)

For-Profit Display _____ x \$325 = \$ _____

501(c)(3) Nonprofit Display _____ x \$275 = \$ _____

Each display area will include (1) 6-foot skirted/draped table, (2) chairs and (1) wastebasket. For additional furnishings, electricity or booth-handling requests, please contact the Lodge of Four Seasons directly.

To be considered a nonprofit vendor, you must be a 501(c)(3) company or entity and provide an IRS exemption letter with this application. Display assignments will be available on-site.

LIST DISPLAY REPRESENTATIVE:

(One complimentary representative is included with each display.)

CONFERENCE BAG INSERTS AND WEB LINKS

Increase your exposure by inserting your brochure, order form, handout or promotional flier in the conference bag of each attendee! With your paid display, you can take advantage of this fantastic marketing opportunity for only an additional \$50 per single-sheet insert and \$125 for multiple-page/catalog inserts.

Materials for insertion should not exceed 9 inches by 12 inches in size. Charges for shipping, storage and delivery to the conference site are the responsibility of the vendor. Five hundred (500) copies of all insertion materials must be clearly marked and shipped to arrive at the hotel no later than March 1, 2018.

Increase your online exposure by advertising your company/organization on the Learning Forward Missouri website. With your paid display, you can take advantage of this fantastic marketing opportunity for only an additional \$100.

Learning Forward Missouri will customize a Show-Me Conference Support page. Each listing will include the company/organization name and the company's URL, mailing address, phone number, fax number and email address. The listings will be linked and available from April 15, 2018, to Feb. 15, 2019.

Can't attend the conference? You can still take advantage of these offers and promote your company, service or product with the conference bag insert for only \$300 per single-sheet insert or \$750 for multiple-page/catalog inserts, and Web listings are available for only \$750.

PRIZE DRAWINGS

_____ Yes, I will donate an item for the prize drawings to be held on the afternoon of March 5.

Description of Prize _____

Value of Prize \$ _____

_____ No, I will not be providing an item for the prize drawings.

FEES FOR ADDITIONAL MEALS

The price of a display includes applicable breaks, Monday breakfast and lunch, and Tuesday brunch for one (1) person. If you would like to purchase additional conference meals for company/organization representatives, please indicate those below. The inclusive prices shown are per person, and payment for all additional meal requests is due with the submission of the exhibit/sponsorship application and contract. Meal tickets will be required for all exhibitors as tickets will be taken at the door.

Breakfast/Lunch (Monday) _____ x \$45/person = \$ _____
Brunch (Tuesday) _____ x \$35/person = \$ _____
Total for Additional Meals \$ _____

SUMMARY OF FEES

Display Space (# of displays _____ x display fee \$ _____) \$ _____

Conference Inserts

Paid Display Price Add \$50/\$125 per insert \$ _____

Non-Display Price Add \$300/\$750 per insert \$ _____

Web Link

Paid Display Price Add \$100 single listing \$ _____

Non-Display Price Add \$750 single listing \$ _____

Additional Meals

Total \$ _____

GRAND TOTAL \$ _____

If you have any questions about this form or the conference, please contact Tammy Bagley at tammy@custommeetingplanners.com or call 573-881-4849. **(PLEASE NOTE: Payment in full for all fees must accompany this contract in order to secure display space.)**