



Arkansas APCO/NENA

2018 Conference



## Vendor Registration & Sponsorship Information

### Sponsorship Levels (First Come, First Serve)

Monday October 8<sup>th</sup> 11:30am- Tuesday October 9<sup>th</sup>, 12:00pm

**Platinum- \$2,500.00** - includes 4 attendee passes, booth, 6' draped table, 2 chairs, and waste basket.

- **Speak at opening ceremony for a few minutes**
- **Premium table space in vendor area (first come, first serve)**
- **Conference recognition and acknowledgement each day.**
- **Corporate logo and branding on all conference materials, t-shirt , and website**
- **Logo displayed as top billing on easel of Sponsors –listed as Platinum Sponsor**
- **Vendor Award Sponsorship: Dispatcher of the Year, Supervisor of the Year, Team of the Year – Vendor Representative on stage with recipient-(company logo displayed on the screen)**
- **(4) included for evening banquet**
- **Will display logo at on Banquet tables**
- **Platinum vendor recognition at booth table**
- **Business cards and Brochures displayed at the registration table**

**Gold - \$1,500.00** – includes up to 3 attendee passes, booth, 6' draped table, 2 chairs, and waste basket.

- **Preferred table space in vendor area (first come, first serve)**
- **Conference recognition and acknowledgement each day**
- **Corporate logo on T-shirt only**
- **Corporate logo displayed on website**
- **Logo displayed on easel of Sponsors – listed as Gold Sponsor**
- **Will display logo on Banquet tables**
- **Gold vendor recognition at booth table**

**Silver- \$1,000.00**- includes up to 2 attendee pass, booth, 6' draped table, 1 chair, and waste basket.

- **Standard table space in vendor area**
- **Conference recognition and acknowledgement at opening ceremony only**
- **Corporate logo on T-shirt**
- **Logo displayed on easel of Sponsors- Listed as Silver Sponsor**
- **Silver vendor recognition at booth table**

**Bronze- \$750.00** – includes 2 attendee pass, booth, 6' draped table, 1 chair, and waste basket

- **Standard table space in the vendor hall**
- **Conference recognition and acknowledgement at opening ceremony**
- **Logo displayed on easel of Sponsors- Listed as Bronze Sponsor**

**All vendors – are requested to give away one to two door prizes during the vendor time- drawings will take place on Tuesday in the vendor area.**

**Booth Set Up:**

**Set up begins on Sunday, October 7<sup>th</sup>. It should be completed by 8am on Monday, October 8<sup>th</sup>. Take down will be completed by Tuesday, October 8<sup>th</sup> at 12:00pm. \* On arrival you will be advised if there has been any change in set up or break down times. Vendors must arrive at the conference in time to have their booths/exhibits set up and opened no later 8:00am Monday morning.**

**Clean Up Fees:**

**Should Arkansas APCO be charged a clean-up fee by the facility as a result of an exhibitor's activities, a cleaning fee will be charged to the exhibitor.**

**Booth Placement:**

**Platinum sponsor receives premium placement and space in the vendor Hall.**

**Gold sponsors receive placement based upon first come first serve registration.**

**Silver sponsors will be able to choose their place if it is available after Gold placement.**

**Bronze sponsors will be able to choose placement with what is left available.**

**Not included in Booth Space:**

**Audio Visual equipment**

**Few Rules:**

**If a vendor/commercial partner registers as an Attendee only and does not reserve booth space, they are allowed to attend any class. They may NOT wear company shirts, talk, present, advertise or hand out business cards to attendees during the conference. If this is violated, they will be asked to leave without refund of their attendee fee. (The purpose of this clause is to be fair to the vendors that have purchased booth space.)**

**Each vendor will supply the management in advance, the names of those persons who will staff their booth on the floor. These names should be in the online registration form. All representatives must wear an official conference badge during official show time hours and while manning their booth space.**

## **Exhibitor Tentative Schedule**

**October 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup>, 2018**

**Set Up                                      Sunday                                      1:00-5:00 pm**

**Final Set Up                                Monday                                    8:00am**

**Opening Ceremony Conference – Monday – Platinum Vendors allowed to say a brief few words at ceremony**

**Lunch with Vendors                      Monday                                    11:30- 1:00pm**

**Banquet                                        Monday                                    7:00 pm –**

**Lunch with Vendors                      Tuesday                                   10:30 – 12:00pm**

**Vendors Released                        Tuesday                                    12:00pm**