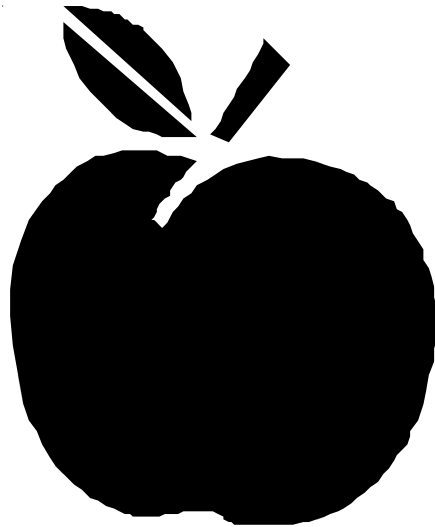


# **CAPSEF**

*Connecticut Association of  
Private Special Education Facilities*



*Exhibitor Information*

**Annual Conference**

**March 21, 2018**

**7:30 am - 3:30 pm**

**CT Convention Center**

**Hartford, CT**

Dear Exhibitor:

Don't miss the opportunity to participate in CAPSEF's Annual Spring Conference for special educators. With over 250 administrators, special education teachers and clinicians in attendance, your participation will provide you with a fantastic opportunity to interact with a large number of individuals from all over the region.

To make this conference a success for both exhibitors and CAPSEF we have structured the conference with the goal of providing you with maximum exposure to the registrants.

For example:

- The exhibit area will be open throughout the day on Wednesday, March 21, 2018 and breakfast will be served with the exhibitors.
- We are offering exhibitors the opportunity to sponsor educational programs, breakfast, lunch and advertising in our conference program. Taking advantage of any of these opportunities will heighten your exposure and name recognition.

Exhibitor registration and set-up will be between 6:00a.m. and 7:15a.m., breakdown will be from 3:30pm - 4:00pm on Wednesday, March 21, 2018.

***Booths are limited. Register Now!*** All exhibit space will be assigned on a first submitted, first assigned basis. **Remember the early registration deadline is Friday, March 9, 2018.** All registrations postmarked after March 9, 2018 will be charged the late fee.

On behalf of the Professional Development Committee, we look forward to working with you at our conference. Allyson J. Deckman, Association Executive of CAPSEF will be the exhibitor liaison. If you have any questions please feel free to call 860.525.1318. Also, please check us out on the web at [www.capsef.org](http://www.capsef.org).

Respectfully,

*Allyson J. Deckman*

Allyson J. Deckman  
Association Executive, CAPSEF

## **2018 CAPSEF CONFERENCE AND EXHIBITION** **EXHIBITOR POLICIES AND PROCEDURES**

### **EXHIBIT SPACE:**

Exhibits are intended for educational and information purpose to improve special education. All material/equipment should contain no inaccurate or misleading information. The Connecticut Association of Private Special Education Facilities, hereinafter referred to as "CAPSEF", reserves the right to determine if an exhibit meets the objectives and standards of CAPSEF. Exhibitors should complement the CAPSEF Conference and Exposition, hereinafter referred to as "Conference", by enabling registrants to see, hear, examine, question and evaluate the latest developments in equipment, supplies and services relevant to schools and education.

### **BOOTH ASSIGNMENT:**

Contracts and payment in full for exhibit space are accepted on a first-come, first-serve basis. Booth assignments will begin **March 16, 2018** in order of recipients as space permits. TO OBTAIN THE BEST BOOTH ASSIGNMENT POSSIBLE, YOUR CONTRACT AND PAYMENT IN FULL SHOULD BE SUBMITTED AS SOON AS POSSIBLE. CAPSEF determines the eligibility of any company or product to be exhibited either before of after the proper execution of the contract. NO PHONE RESERVATIONS WILL BE ACCEPTED.

### **INSURANCE:**

**Each exhibiting company is required to insure itself against property loss or damage and against liability of personal injury.**

### **BOOTH PAYMENT AND CANCELLATION REFUNDS:**

Exhibit booth space will cost **\$100.00** per booth, if the contract and payment is received by **March 19, 2018** thereafter, **\$150.00**. PAYMENT IN FULL FOR EACH BOOTH MUST BE SUBMITTED WITH YOUR CONTRACT. FULL PAYMENT MUST BE RECEIVED BEFORE THE BOOTH CAN BE RESERVED. Written notice of cancellation received in the CAPSEF office by **March 9, 2018** will receive a refund of monies submitted minus a \$25 handling fee. NO REFUNDS WILL BE ALLOWED FOR CANCELLATIONS MADE AFTER **March 9, 2018**. ALL CANCELLATIONS MUST BE RECEIVED ON THE COMPANY'S LETTERHEAD. CAPSEF reserves the right to resell this space to another company.

### **EXHIBITOR REGISTRATION AND BADGES:**

All companies should register their personnel on the forms provided by CAPSEF. Exhibitor's employees who do not register in advance and who wish to register on site must have with them their business card bearing the exhibiting company's name. An I.D. or business card will be required at exhibitor registration in order to pick up a badge. The exhibitors authorized representative must authorize any changes in personnel. THE EXHIBITOR IS EXPECTED TO STAFF THE BOOTH DURING THE ENTIRE CONFERENCE PERIOD. EACH REPRESENTATIVE OF AN EXHIBING COMPANY MUST WEAR AN OFFICIAL BADGE AT ALL TIMES IN THE EXHIBIT AREA.

### **INSTALLIATION AND REMOVAL OF EXHIBITS:**

The exhibit area will be available for set-up Wednesday, March 21, 2018 at 6:00a.m. Each booth must be ready for inspection no later than 7:30a.m. on that morning. All exhibits must be intact during the entire conference period until the show closes at 3:30p.m. It is mutually agreed that each exhibitor will be responsible for delivery and removal of his/her equipment and display materials to and from the exhibit area.

**FAILURE TO OCCUPY SPACE:**

Unless previously arranged, booth space not occupied by the exhibiting company by 7:15a.m., Wednesday, March 21, 2018 will be forfeited without refund to the exhibitor and the space may be sold or used by CAPSEF.

**EXHIBIT ACTIVITIES:**

All business activities, circulars and advertising matter of the exhibitor may be conducted and/or distributed only within the booth assigned to the exhibitor. No material may be placed on seats attached to walls, ceilings or woodwork in the exhibit area. Aisles must be kept clear and exhibits arranged so that the exhibit personnel are inside the space rented.

CAPSEF will inspect each booth prior to the opening of the conference to insure that the exhibitors have adhered to the policies and procedures set forth in this document. The Chair will inform the exhibitor of any infractions and all corrections must be made before the conference opens. CAPSEF reserves the right to restrict exhibits that may detract from the general character of the display. This reservation includes the conference participants. Expulsion of or restrictions placed on an exhibitor does not constitute a reason for filing a claim for any refund of the booth rental fee or other exposition expenses. Exhibitors will be responsible for any damage done to the building by them or their employees. **Smoking is strictly forbidden in the conference area.**

**SUBLETTING OF SPACE:**

Exhibitors may not assign, sublet or apportion the whole or any part of the space allocated. Exhibitors may not display or advertise products of any kind other than those manufactured or sold by them in the regular course of their business.

**CANVASSING BY NON-EXHIBITORS:**

The exhibit is limited to registered attendees and guests of the conference as well as registered employees of the exhibiting companies. No other persons will be allowed to demonstrate products or distribute information in the exhibit area.

**LIABILITY:**

The exhibitor agrees to Indemnify and Hold Harmless CAPSEF, CONFERENCE LOCATION and TCG - (CAPSEF Association Management Firm) employees, from any and all damages including theft or mysterious disappearance to any and all equipment owned or leased by the exhibitor.

**EXHIBIT HALL FURNISHINGS:**

- 6-foot draped table with 2 chairs
- Two exhibitor badges
- Complimentary listing in the program, if applicable.
- Additional furniture and electricity must be arranged, for an additional charge by contacting Allyson J. Deckman at 860.525.1318.**

**MUSIC AT THE CONFERENCE:**

No music is allowed in the exhibit area during the conference unless prior written permission has been obtained from CAPSEF.

**CANCELLATION OF CONFERENCE:**

Should a situation arise beyond the control of CAPSEF to prevent the 2018 Conference, CAPSEF will not be held liable for any expenses incurred by the exhibitor except for the rental of booth space.

I have read and agree to the conditions set forth in the above document:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

# How to Participate:

## Exhibit

Booth before March 9, 2018	\$100
Booth after March 9, 2019	\$150

## Sponsorships

Conference -	\$3,500
Keynote Speaker -	\$2,500
Breakfast -	\$1,500
Lunch -	\$2,000
Breaks -	\$350
Education Sessions -	\$250

## Advertising

Inside Front or Back Cover	\$450
Outside Back Cover	\$550
2 Page Ad	\$400
1 Page Ad (8.5/11)	\$200
1/2 Page (4.25/5.5)	\$125
1/4 Page (2.13/2.75)	\$100

# 2018 CAPSEF Conference & Exposition Contract for Exhibit Space/Sponsorship

To exhibit please fill out the below form and mail, with check payable to:

**CAPSEF** - 701 Hebron Avenue - Third Floor, Glastonbury, CT 06033. Fax: 860.541.6484

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

Name to appear on exhibitor badges: (only two per booth)

1.) \_\_\_\_\_

2.) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

## Sponsorship/Advertising Form

To become a sponsor please fill out the below form and mail to CAPSEF (information above).

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Sponsor /Ad Type: (list if on prior page) \_\_\_\_\_

Amount: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# *Agenda*

Vendor Setup:  
6:00 am - 7:30 am

Registration, Vendor Networking,  
and Continental Breakfast:  
7:30 am - 8:15 am

Welcome & Introductions  
8:15 am - 8:30 am

Morning Keynote  
8:30 am - 10:00 am

Vendor Networking:  
10:00a m - 10:30 am

Morning Breakout Sessions:  
10:30 am - 11:45 am

Luncheon and Apple Awards Ceremony :  
12:00 pm - 1:00 pm

Afternoon Breakout Sessions:  
1:00 pm - 3:30 pm

\*Times may vary\*

CAPSEF  
701 Hebron Avenue - Third Floor  
Glastonbury, CT 06033  
www.capsef.org

***DON'T MISS THIS OPPORTUNITY  
TO PROMOTE YOUR BUSINESS!***

- ◆ Exciting New Innovative Location!
- ◆ Exhibits from Leading Companies
- ◆ Cutting Edge Workshops

*Expected to be the largest gathering of private facility-special educators  
in Connecticut once again this year!*