



Exhibitor Information Packet

ICCHE-ACHE Great Lakes Joint Conference

February 10-12, 2016 **Exhibitor Hours: February 11 only**
Doubletree Hotel Chicago Magnificent Mile – 300 East Ohio, Chicago, IL
41st Annual Conference in Chicago

The Illinois Council on Continuing Higher Education (ICCHE)
and the Association for Continuing Higher Education (ACHE) Great Lakes Region
invite you to exhibit at the 2016 Annual Conference in Chicago, IL.

ICCHE Mission: The Illinois Council on Continuing Higher Education (ICCHE) is a comprehensive organization of continuing higher education representing all regions of the state of Illinois. Founded in 1975, ICCHE's membership includes two and four year colleges and universities, public, private non-profit and private for-profit. ICCHE was established in response to related social, political, and educational issues of the era and continues to evolve, sensitive to institutional, legislative, and stakeholder concerns.

ACHE Mission: The Association for Continuing Higher Education is dedicated to promoting lifelong learning and excellence in continuing higher education. As an organization of colleges, universities, and individuals, we encourage professional development, research and exchange of information for its members and continuing higher education as a means of enhancing and improving society.

Invitation: The conference is promoted to all members of ICCHE and the ACHE Great Lakes Region – as well as other professionals at colleges & universities throughout *Illinois, Indiana, Michigan, Ohio, Wisconsin & Central Ontario*. Conference attendees will be involved in active & participatory sessions at the conference. Conference attendees will visit with exhibitors to obtain materials, assessment techniques, software tools, technology solutions, guidelines for professional development, and numerous other tools to assist in their efforts to enhance both credit and non-credit adult and youth continuing education experiences. By exhibiting at the ICCHE-ACHE Great Lakes joint annual conference you have an opportunity to network with conference attendees to discuss their needs and your company's ability to meet those needs.

Early-bird Exhibitors, Deadline July 1, 2015: (Discount rate only \$450!). Early-bird registration includes your logo on the conference brochure tentatively scheduled to be sent to higher education institutions via electronic & print mailings between October 2015 and January 2016. The early-bird rate also includes all February conference benefits and promotion of your company during the ICCHE-ICCET (Illinois Council for Continuing Education and Training) Joint Fall Conference in Oct. 2015.

Sponsorship Opportunities: Heighten your company's visibility by sponsoring or co-sponsoring a conference event. Recognition of your company's sponsorship will be provided in the conference program packet. Conference sponsorship opportunities include a 10 minute speech to the entire conference (platinum) or a 5 minute speech to the entire conference (silver).

Registration: Attached is the exhibitor contract which indicates the various levels of sponsorship and exhibit booth specifications. The vendor coordinator will assign exhibit space based on the order in which the registrations, accompanied by fees, are received. This registration becomes a contract when signed.

To Exhibit or Provide Sponsorship: Review the EXHIBITOR SPECIFICATIONS and complete the EXHIBITOR CONTRACT. Should you have any questions, contact Bonnie Covelli at: 815-740-5071 or bcovelli@stfrancis.edu. Submit early-bird registration contract by **Jul. 1, 2015**. Final deadline **Jan. 9, 2016** (if space is available).



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EXHIBITOR SPECIFICATIONS

Exhibitor Schedule:

Thursday, February 12, 2015

Setup	6:00 a.m.	–	9:00 a.m.
Exhibits Open	9:00 a.m.	–	6:00 p.m.
Exhibit Hall Reception	4:30 p.m.	–	6:00 p.m.
Booth Teardown	6:00 p.m.	–	8:00 p.m.

All breaks, the luncheon and the evening reception will be held in the exhibit area.

Door prizes will be given away at the Thursday reception (participants must be present to win.)

All Exhibitors Receive:

- Conference registration – 1 person (each additional person \$50 fee)
- Conference participant list (including e-mails)
- ½ page advertisement in conference packet
- 8 foot table skirted
- 2 chairs
- Wastebasket
- Sign to identify vendor
- Standard power connection electrical outlet with 2 plugs
- Discounted room rate at Doubletree Hotel (optional)

Exhibitor Fee:

\$450.00 – Early-bird special – contract received by **July, 1 2015**

- Also includes **logo on the conference brochure** and promotion of your company during the ICCHE Fall Conference to be held Oct. 2014 and link from ICCHE web site to your company's web site until 5/31/16.

\$500.00 – Regular exhibit-fee (**contract received July 2, 2015 – Jan. 9, 2016**)

SPONSORSHIP OPPORTUNITIES

Exhibitors who choose a sponsorship opportunity receive all the same benefits as regular exhibitors, plus the benefits listed below. If received by July 1, you will also receive early-bird benefits.

Platinum*	\$1000	Platinum sponsorship of the Keynote Speaker includes <u>10 minute presentation following the Keynote address</u> , preference of vendor booth location, and advertising material (i.e. flyer) included in the conference packet.
Gold*	\$750	Gold sponsorship of the breakfast or afternoon break on Feb. 11 includes sponsor sign on food table, preference of booth location, and advertising material (i.e. flyer) included in the conference packet.
Silver*	\$650	Silver sponsorship includes a 5 minute presentation to all attendees during the luncheon meeting on Thursday.
Regular booth fee	\$500	
Early bird	\$450	Contract received by Jul. 1, 2014, early bird benefits
Early bird plus Platinum*	\$950	Contract received by Jul. 1, 2014, early bird benefits, plus Platinum benefits above
Early bird plus Gold*	\$700	Contract received by Jul. 1, 2014, early bird benefits, plus Gold benefits above
Early bird plus Silver*	\$600	Contract received by Jul. 1, 2014, early bird benefit, plus Silver benefits above

***Availability of sponsorships: One Platinum; Two Gold; Four Silver. Sponsorships are first come-first served.**

Send Contract and fee to: CONTINUING EDUCATION AND OUTREACH c/o JACKIE WELCH
MAIL CODE 6705
SOUTHERN ILLINOIS UNIVERSITY
1255 LINCOLN DRIVE, CARBONDALE, ILLINOIS 62901
jackiew@siu.edu P: 618/536-7751 F: 618/453-5680

Submit early-bird registration contract by **Jul. 1, 2015**. Final deadline **Jan. 9, 2016 (if space is available)**.



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EXHIBITOR CONTRACT

Early-bird deadline July 1, 2015 (includes logo on all print materials)

Final registration deadline January 9, 2016

Payment: Full payment must accompany the Exhibitor Contract, or contact SIU to discuss payment arrangements.

Make checks payable to SIU-ICCHE. VISA, MasterCard, Discover and American Express are accepted.

Name of Firm _____

Contact Person _____ Email: _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Web Address for link _____

Booth Representatives:

1. _____ Email _____

2. (\$50 extra) _____ Email _____

3. (\$50 extra) _____ Email _____

Method of Payment: ☐ Check ☐ Credit Card _____

Please make checks payable to SIU-ICCHE

Credit Card Number

Exp. Date

Not available	Platinum*	Filled \$1000	Platinum sponsorship of the Keynote Speaker includes <u>10 min presentation following the Keynote address</u> , preference of vendor booth location, and advertising material (i.e. flyer) included in the conference packet.
<input type="checkbox"/>			
	Gold*	\$850	Gold sponsorship of the breakfast or afternoon break on Feb. 11 includes sponsor sign on food table, preference of booth location, and advertising material (i.e. flyer) included in the conference packet.
<input type="checkbox"/>			
	Silver*	\$650	Silver sponsorship includes a 5 minute presentation to all attendees during the luncheon meeting on Thursday.
<input type="checkbox"/>			
	Regular booth fee	\$500	See list of benefits all exhibitors receive
<input type="checkbox"/>			
	Early bird	\$450	Contract received by Jul. 1, 2015, early bird benefits
Not available	Early bird plus Platinum*	Filled \$850	Contract received by Jul. 1, 2015, early bird benefits, plus Platinum benefits above
<input type="checkbox"/>			
	Early bird plus Gold*	\$600	Contract received by Jul. 1, 2015, early bird benefits, plus Gold benefits above
<input type="checkbox"/>			
	Early bird plus Silver*	\$650	Contract received by Jul. 1, 2015, early bird benefit, plus Silver benefits above
<input type="checkbox"/>			
	Additional Attendees _____	\$50/each	All levels include one conference registration. Each additional person is \$50/person.

***Availability of sponsorships: One Platinum; Two Gold; Four Silver. Sponsorships are first come-first served.**

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