



Exhibitor Information Packet

ICCHE-ACHE Great Lakes Joint Conference

February 8-10, 2017 **Exhibitor Hours: February 9 only**
Doubletree Hotel Chicago Magnificent Mile – 300 East Ohio, Chicago, IL
42nd 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 2017 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.

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 Stacey Rucker at: 309.341.5330 or srucker@sandburg.edu. Final deadline **Jan. 9, 2017 (if space is available)**.



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EXHIBITOR SPECIFICATIONS

Exhibitor Schedule:

Thursday, February 9, 2017

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:

\$500.00 – Regular exhibit-fee (**contract received September 28, 2016 – Jan. 9, 2017**)

SPONSORSHIP OPPORTUNITIES

Exhibitors who choose a sponsorship opportunity receive all the same benefits as regular exhibitors, plus the benefits listed below.

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*	\$850	Gold sponsorship of the breakfast or afternoon break 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	

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

Send Contract and fee to: SCHOOL OF CONTINUING EDUCATION
ATTN: PEGGY BROWN OR DEBBIE MEADOWS
EASTERN ILLINOIS UNIVERSITY
600 LINCOLN AVE.
CHARLESTON, IL 61920
learn@eiu.edu

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EXHIBITOR CONTRACT

Final registration deadline January 9, 2017

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

Make checks payable to EIU-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 EIU-ICCHE

Credit Card Number

Exp. Date

<input type="checkbox"/>	Platinum*	\$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 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"/>	Additional Attendees____	\$50/each	All levels include one conference registration. Each additional person is \$50/person.

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