



Exhibitor Information Packet

ICCHE Annual Conference

February 6 -7, 2019 Exhibitor Hours: February 7 only
New Location! Eastern Illinois University - Charleston, Illinois

**The Illinois Council on Continuing Higher Education (ICCHE)
invites you to exhibit at the 2019 Annual Conference in Charleston, Illinois.**

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.

Invitation: The conference is promoted to all members of ICCHE - as well as other professionals at colleges & universities throughout Illinois. 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 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 scheduled breakout session (platinum). Platinum, Gold, and Silver sponsors will have the opportunity to have advertising information added to a slideshow presentation that will run during the conference.

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.

Transportation: The train station is located in Mattoon and a shuttle will be provided to the University in Charleston.

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 January 9, 2019 (if space is available).



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EXHIBITOR SPECIFICATIONS

Exhibitor Schedule:

Thursday, February 7, 2019

Setup 6:00 a.m. - 7:45 a.m.
Exhibits Open 9:00 a.m. - 3:00 p.m.
Booth Teardown 3:00 p.m. - 5:45 p.m.

Door prizes will be given away on Thursday (participants must be present to win.)

All Exhibitors Receive:

- Conference registration - 1 person (each additional person \$50 fee)
- Conference participant list (including e-mails) *sent one week prior to the conference*
- ½ page advertisement in conference packet
- 8 foot table skirted
- 2 chairs
- Wastebasket
- Sign to identify vendor
- Electric outlets provided at no extra fee

Exhibitor Fee:

\$500.00 – Regular exhibit-fee (**contract received November 5 - January 9, 2019**)

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 a scheduled breakout session 10 minute presentation following the Keynote address, a sponsor sign on the lunch food table, preference of vendor booth location, advertising material (i.e. flyer) included in the conference packet, and advertisement information added to a slideshow presentation that will run during the conference.
Gold*	\$850	Gold sponsorship of the lunch includes sponsor sign on food table, preference of booth location, advertising material (i.e. flyer) included in the conference packet, and advertisement information added to a slideshow presentation that will run during the conference.
Silver*	\$650	Silver sponsorship provides an opportunity to have advertising information added to a slideshow presentation that will run during the conference.
Regular booth fee	\$500	See list of benefits all exhibitors receive.

***Availability of sponsorships: One Platinum; Two Gold; Four Silver. Sponsorships are first come-first served. Sponsors who commit by December 7 will be featured in promotional materials for the conference.**

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

Final deadline January 9, 2019 (if space is available).



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EXHIBITOR CONTRACT

Final registration deadline January 9, 2019

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 _____

Platinum sponsorship of the Keynote Speaker includes a scheduled breakout session 10 minute presentation following the Keynote address, a sponsor sign on the lunch food table, preference of vendor booth location, advertising material (i.e. flyer) included in the conference packet, and advertisement information added to a slideshow presentation that will run during the conference.

Platinum* \$1000

Gold sponsorship of the lunch includes sponsor sign on food table, preference of booth location, advertising material (i.e. flyer) included in the conference packet, and advertisement information added to a slideshow presentation that will run during the conference.

Gold* \$850

Silver sponsorship includes an opportunity to have advertising information added to a slideshow presentation that will run during the conference.

Silver* \$650

See list of benefits all exhibitors receive.

Regular booth fee \$500

All levels include one conference registration. Each additional person is \$50/person.

Additional Attendees ___ \$50/each

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