

# 2010 National Migrant Education Conference

*Inspiring Dreams, Changing Lives – The Cause Endures*  
*Inspirando Sueños, Cambiando Vidas – La Causa Vive*



**Anaheim Marriott Hotel ★ Anaheim, CA ★ April 11 – 14, 2010**

The National Association of State Directors of Migrant Education (NASDME) is offering exhibit spaces and sponsorship opportunities at our **Annual National Migrant Education Conference** to be held this year in Anaheim, California. Estimated attendance for the 2010 conference is likely to be more than 1,600 attendees. Join us in April in Anaheim to showcase your services and products!

## EXHIBIT INFORMATION

<b>Exhibit Time:</b>	<b>Sunday, April 11, 2010</b> - 2:00 pm – 3:30 pm <b>AND</b> 6:00 pm – 8:00 pm <b>Monday, April 12, 2010</b> - 8:00 am – 5:00 pm <b>AND</b> <b>Tuesday, April 13, 2010</b> – 8:00 am – 3:30 pm
<b>Cost:</b>	<b>\$600</b> for an 8 x 10 exhibit booth. Includes an 8’ high back wall, 3’ high side dividers, one (1) 6’ draped table, two (2) side chairs, one (1) identification sign and one (1) waste basket. Payment information can be found on the attached <b>Exhibitor Application Form</b> .
<b>Location:</b>	<b>Anaheim Marriott Hotel</b> 700 West Convention Way Anaheim, CA 92802 Phone: (714) 750-8000 <a href="http://www.marriottanaheimhotel.com">www.marriottanaheimhotel.com</a>  Subject to Fire Marshal approval we plan to have 25 exhibit booths on the first floor Ballroom Foyer area where all general sessions and workshops are held. Additional booths will be located in the Marquis Ballroom North which is adjacent and directly accessible from the ballroom foyer. <b><u>Please note exhibit booths are assigned first come, first served.</u></b> We will have an exhibitor punch-card incentive program to encourage attendees to visit vendors to qualify for door-prize drawings. In addition, refreshment stations will be set in the exhibit areas during break times. Please refer to the enclosed agenda for details.
<b>Set Up:</b>	Exhibitor set-up will be Sunday, April 11, from 12:00 noon to 2:00 pm. All exhibits must be in place no later than 2:00 pm. For safety reasons we cannot allow booths to be set up after this time – the exhibit area will be too congested prior to the opening General Session.
<b>Breakdown:</b>	We ask that you do not break down early so that attendees have ample time to visit your booth. Breakdown may begin at 3:30 pm on Tuesday, April 13 and must be completed by 5:00 pm. Materials not removed by this time will be removed and put in storage at Exhibitor’s expense.
<b>Accommodations:</b>	Exhibitors must arrange for their own lodging. A block of rooms has been reserved at the <b>Anaheim Marriott Hotel</b> . The special room rate is \$165.00 per night, plus applicable taxes, for single or double occupancy and includes <u>free</u> high-speed internet. To receive this special rate, you must call Marriott Reservations at 800-228-9290 by <b>Friday, March 19, 2010</b> and reference the “National Migrant Education Conference.” You may also reserve your room online on the NASDME website at <a href="http://www.nasdme.org">www.nasdme.org</a> .
<b>For Logistics Contact:</b>	Melissa G. Rael, Conference Planner Melissa G. Rael & Associates <b>Phone:</b> (505) 508-2999 • <a href="mailto:NASDME2010@mgr-events.com">NASDME2010@mgr-events.com</a>
<b>For Payment and Confirmation Contact:</b>	Wipfli LLP PO Box 8700 Madison, WI 53708 <b>Phone:</b> (608) 275-7840 • <b>Fax:</b> (608) 274-8085

# **EXHIBIT GUIDELINES**

---

## **Official Exhibitor Contact Person**

The person named on the Exhibitor Application Form is considered the official contact for the participating company/organization to receive all information regarding confirmation of events and activities. This person is responsible for assuring information is properly distributed to all Booth Workers. Once your application has been approved, the official exhibitor contact person will receive a packet from GES our official conference drayage company regarding additional services you may require.

## **Booth Workers – Name Badges**

A Booth Worker is the person(s) in actual attendance at the meeting. Booth Workers should be listed on the application submitted. Each exhibitor table will receive two complimentary exhibit badges for the Booth Workers. This badge is for identification purposes only and should be worn at all times while at your exhibit. Any additional name badges will be \$10.00 each. Please include your request on the Exhibitor Application Form.

## **Electrical Connections & Other Equipment**

Electrical connections and other services, such as internet connections or AV equipment, must be arranged through **GES Exposition Services** our general services contractor. Information including fees and order forms will be included in the packet the official exhibitor contact person will receive from GES. Any costs associated with this equipment must be absorbed directly by the exhibitor.

## **Shipping/Storage**

All exhibitors are asked to make individual arrangements for shipping/handling directly with **GES Exposition Services**. Any costs associated with shipping/handling will be absorbed directly by the exhibitor.

## **Restrictions**

Exhibitor must confine activities to its exhibit space. No background fixtures or other display items may extend over eight feet in height in the exhibit space. Exhibitor displays will not be allowed to extend beyond exhibit space into the aisle. All decorative material must be flame-proof. Every effort will be made to maintain a business-like atmosphere. Extremely loud noises, such as bells, sirens, buzzers, etc., are not permitted. Audio-visual equipment must be played at a moderate volume.

## **Security/Liability**

The hotel provides standard security during official exhibitor hours. Security will be hired to monitor the area during non exhibit hours, from Sunday, April 11, at 8:00 pm until Monday, April, 12, at 8:00 am and Monday, April 12, from 5:00 pm until Tuesday, April 13 at 8:00 am. However, please do not leave valuables in your booth unattended at any time.

## **Insurance:**

It is required that each exhibitor carry adequate liability and property insurance. Liability insurance should provide public liability coverage for bodily injury and property damage occurring from an accident in your exhibit space or caused by an exhibit or exhibitor. Property insurance should cover theft or damage of your property from the time materials leave their point-of-origin until they reach their post-show destination and include the time on the show "floor". Some exhibitors may also want to insure against non-arrival of freight or exhibit material at the show site. The most economical and practical way to obtain this coverage is to contact your current insurance company and ask them for a rider on your existing policy.

## **Participation**

The conference sponsors and organizers have the right to reject an exhibitor application if it is deemed that the subject matter and/or content are not appropriate for the conference audience.

## **Floor Plan**

Subject to Fire Marshal approval we plan to have 25 exhibit booths on the first floor Ballroom Foyer area where all general sessions and workshops are held. Additional booths will be located in the Marquis Ballroom North which is adjacent and directly accessible from the ballroom foyer. **Exhibit booth placement will be determined on a first come, first served basis.** Platinum & Gold Level Sponsors will be allowed to choose their booth location. **The floor plan for the exhibit area will be determined and assigned by NASDME and maintained as originally presented.** NASDME reserves the unqualified right to modify said plan to the extent necessary for the best interests of the exhibit, the exhibitors, and the facility.

## **Cancellations-Refunds**

Cancellation of exhibit space is non-refundable.

# 2010 National Migrant Education Conference



*Inspiring Dreams, Changing Lives – The Cause Endures*  
*Inspirando Sueños, Cambiando Vidas – La Causa Vive*

## PROGRAM ADVERTISEMENTS AND SPONSORSHIPS

Would you like to position your organization as a supporter of Migrant Education and the important work our attendees do – and at the same time gain attention for your company’s products and services? If so, please consider supporting the Annual National Migrant Education Conference. Please indicate your interest on the attached Response Form and our conference staff will contact you. Thank you!

<b>Program Advertisements:</b>	<p>Advertisement space is available in the Official Conference Program Book, which is distributed to each attendee upon registration at the conference. Prices are based on receiving camera ready artwork. <b>Deadline for ad space is March 15, 2010.</b></p> <table border="0" data-bbox="375 646 1531 835"> <tr> <td>1/4 page (3 ¾” w x 5” h) B&amp;W:</td> <td>\$250</td> <td>Inside back cover, Color: (Full page)</td> <td>\$1,500</td> </tr> <tr> <td>1/2 page (7 ¾” w x 5”h) B&amp;W:</td> <td>\$500</td> <td>Back cover, Color: (Full page)</td> <td>\$2,000</td> </tr> <tr> <td>Full page (7 ¾”w x 10 ½”h) B&amp;W:</td> <td>\$1,000</td> <td></td> <td></td> </tr> </table>			1/4 page (3 ¾” w x 5” h) B&W:	\$250	Inside back cover, Color: (Full page)	\$1,500	1/2 page (7 ¾” w x 5”h) B&W:	\$500	Back cover, Color: (Full page)	\$2,000	Full page (7 ¾”w x 10 ½”h) B&W:	\$1,000		
1/4 page (3 ¾” w x 5” h) B&W:	\$250	Inside back cover, Color: (Full page)	\$1,500												
1/2 page (7 ¾” w x 5”h) B&W:	\$500	Back cover, Color: (Full page)	\$2,000												
Full page (7 ¾”w x 10 ½”h) B&W:	\$1,000														
<b>Sponsorships:</b>	<p><b>Sponsorship Benefits and Levels</b></p> <table border="1" data-bbox="375 884 1531 1268"> <tr> <td data-bbox="375 884 932 1268"> <p><b>\$5,000+ Platinum Level</b></p> <ul style="list-style-type: none"> <li>• <u>Complimentary Exhibit booth space:</u> Opportunity for you to promote your company’s interest in Migrant Education.</li> <li>• <u>One full-page B&amp;W ad</u> in the conference program.</li> <li>• Donor recognition during opening and closing general session.</li> <li>• Recognition on sponsor signage.</li> <li>• Opportunity to provide materials in attendee tote bags.</li> </ul> </td> <td data-bbox="932 884 1531 1268"> <p><b>\$3,000 Gold Level</b></p> <ul style="list-style-type: none"> <li>• <u>Complimentary Exhibit booth space:</u> Opportunity for you to promote your company’s interest in Migrant Education.</li> <li>• <u>One half-page B&amp;W ad</u> in the conference program.</li> <li>• Donor recognition during opening session.</li> <li>• Recognition on sponsor signage.</li> </ul> </td> </tr> <tr> <td data-bbox="115 1268 370 1543"> </td> <td data-bbox="375 1268 932 1543"> <p><b>\$1,000 Silver Level</b></p> <ul style="list-style-type: none"> <li>• <u>One 1/4 page B&amp;W ad</u> in the conference program.</li> <li>• Donor recognition during closing session.</li> <li>• Organization listing in conference program recognizing your support.</li> <li>• Recognition on sponsor signage.</li> </ul> </td> <td data-bbox="932 1268 1531 1543"> <p><b>In-Kind Donations</b></p> <ul style="list-style-type: none"> <li>• Recognition in the conference program for contribution.</li> <li>• Other benefits determined by overall value of donation.</li> </ul> </td> </tr> </table>			<p><b>\$5,000+ Platinum Level</b></p> <ul style="list-style-type: none"> <li>• <u>Complimentary Exhibit booth space:</u> Opportunity for you to promote your company’s interest in Migrant Education.</li> <li>• <u>One full-page B&amp;W ad</u> in the conference program.</li> <li>• Donor recognition during opening and closing general session.</li> <li>• Recognition on sponsor signage.</li> <li>• Opportunity to provide materials in attendee tote bags.</li> </ul>	<p><b>\$3,000 Gold Level</b></p> <ul style="list-style-type: none"> <li>• <u>Complimentary Exhibit booth space:</u> Opportunity for you to promote your company’s interest in Migrant Education.</li> <li>• <u>One half-page B&amp;W ad</u> in the conference program.</li> <li>• Donor recognition during opening session.</li> <li>• Recognition on sponsor signage.</li> </ul>		<p><b>\$1,000 Silver Level</b></p> <ul style="list-style-type: none"> <li>• <u>One 1/4 page B&amp;W ad</u> in the conference program.</li> <li>• Donor recognition during closing session.</li> <li>• Organization listing in conference program recognizing your support.</li> <li>• Recognition on sponsor signage.</li> </ul>	<p><b>In-Kind Donations</b></p> <ul style="list-style-type: none"> <li>• Recognition in the conference program for contribution.</li> <li>• Other benefits determined by overall value of donation.</li> </ul>							
<p><b>\$5,000+ Platinum Level</b></p> <ul style="list-style-type: none"> <li>• <u>Complimentary Exhibit booth space:</u> Opportunity for you to promote your company’s interest in Migrant Education.</li> <li>• <u>One full-page B&amp;W ad</u> in the conference program.</li> <li>• Donor recognition during opening and closing general session.</li> <li>• Recognition on sponsor signage.</li> <li>• Opportunity to provide materials in attendee tote bags.</li> </ul>	<p><b>\$3,000 Gold Level</b></p> <ul style="list-style-type: none"> <li>• <u>Complimentary Exhibit booth space:</u> Opportunity for you to promote your company’s interest in Migrant Education.</li> <li>• <u>One half-page B&amp;W ad</u> in the conference program.</li> <li>• Donor recognition during opening session.</li> <li>• Recognition on sponsor signage.</li> </ul>														
	<p><b>\$1,000 Silver Level</b></p> <ul style="list-style-type: none"> <li>• <u>One 1/4 page B&amp;W ad</u> in the conference program.</li> <li>• Donor recognition during closing session.</li> <li>• Organization listing in conference program recognizing your support.</li> <li>• Recognition on sponsor signage.</li> </ul>	<p><b>In-Kind Donations</b></p> <ul style="list-style-type: none"> <li>• Recognition in the conference program for contribution.</li> <li>• Other benefits determined by overall value of donation.</li> </ul>													
<b>Sponsorship of Food &amp; Beverage Functions:</b>	<p>There are many opportunities for your company to sponsor beverage breaks or meal functions with accompanying recognition. For more information about these opportunities and the benefits, please contact Melissa Rael at 505-508-2999 or <a href="mailto:NASDME2010@mgr-events.com">NASDME2010@mgr-events.com</a>.</p>														
<b>In-Kind Donations:</b>	<p>NASDME is a 501 (c) (3) non-profit organization and assistance with in-kind donations may be tax deductible. Ideas for In-Kind donations include:</p> <ul style="list-style-type: none"> <li>• Door prizes</li> <li>• Supplies, such as pens, pencils, note pads, etc.</li> </ul>														
<b>Contact Information:</b>	<p>Melissa G. Rael, Conference Manager  <b>Phone:</b> 505-508-2999 • <a href="mailto:NASDME2010@mgr-events.com">NASDME2010@mgr-events.com</a></p>														

# NASDME Exhibitor Application Form



Thank you for your interest in exhibiting at the 2010 National Migrant Education Conference. We appreciate your participation. Please complete the information below and submit the form via mail or fax to:

NASDME 2010 National Conference  
c/o Wipfli LLP  
PO Box 8700  
Madison, Wisconsin 53708-8700  
Fax: (608) 274-8085

## Step One: Official Contact Information

Name:	
Title:	
Organization:	
Address:	
City, State, Zip:	
Phone:	
Email:	

## Step Two: Participation

- Yes! We will exhibit for \$600.
- Yes! We will double our booth size for \$1,200.
- Yes! We will exhibit as part of our Platinum or Gold Sponsorship.  
Please attach Sponsor/Donor Response Form.

Product to be displayed/sold: \_\_\_\_\_

## Step Three: Company Information

### Booth Identification Sign Text

--

### Booth Workers

*Exhibitor name badges may be obtained by completing the following application. The badge is for identification purposes and must be worn at all times. Two complimentary badges will be issued per exhibit table purchased. Additional name badges will be \$10.00 each. Please attach a separate page with name, title and payment for additional booth workers beyond the complimentary two.*

Name		Title	
Name		Title	

**Step Four: Payment Information**

- Exhibit Fee: \$ \_\_\_\_\_
- Additional Badge Fee: \$ \_\_\_\_\_

**Total Amount Due**

\$

**Please select a payment option.**

**Payment in full must accompany application to be considered.**

- Check or Money Order enclosed payable to **NASDME**. Tax ID# 72-1366400.
- Credit Card
  - Visa     MasterCard

<b>Cardholder Name:</b>	
<b>Card Number:</b>	
<b>Expiration Date:</b>	
<b>Billing Zip Code:</b>	
<b>Cardholder Signature:</b>	

**Step Five: Agreement**

I have read and agree to the parameters outlined in exhibitor information and guidelines and we agree to the following “Hold Harmless Clause”, which is part of NASDME exhibit rules and regulations. “The exhibitor assumes the entire responsibility and liability for losses, damage and claims arising out of injury or damage to exhibitor’s displays, equipment, and other property brought upon the premises of the Anaheim Marriott Hotel, and shall indemnify and hold harmless NASDME, Anaheim Marriott Hotel, National Migrant Education Conference, their agents and employees from any and all such losses, damage and claims.”

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Step Six: Submit**

Please submit your Application to:

NASDME 2010 National Conference  
c/o Wipfli LLP  
PO Box 8700  
Madison, Wisconsin 53708-8700

Or via Fax to: (608) 274-8085

**If you have questions regarding application receipt, confirmation and payment, please call (608) 275-7840.**



# Sponsor/Donor Response Form

Thank you for your interest in supporting the 2010 National Migrant Education Conference. We appreciate your participation. Please complete the information below and submit the form to:

NASDME 2010 National Conference  
c/o Wipfli LLP  
PO Box 8700  
Madison, Wisconsin 53708-8700  
Fax: (608) 274-8085

## Step One: Official Contact Information

Name:	
Title:	
Organization:	
Address:	
City, State, Zip:	
Phone:	
Email:	

## Step Two: Participation

- We will Sponsor the meeting with an investment of \$ \_\_\_\_\_.  
Platinum and Gold sponsorship includes exhibit space. Please also complete the Exhibitor Application Form and submit with this form.
- We will Purchase a \_\_\_\_\_ (size) advertisement in the Conference Program \$ \_\_\_\_\_.
- We will sponsor a Food & Beverage function for \$ \_\_\_\_\_.
- We would like to make an in-kind donation. (*Door prizes, pens, note pads, pencils, etc.*)
  - Describe item(s)/quantity donating: \_\_\_\_\_

## Step Three: Company Information

Organization Website: \_\_\_\_\_

Program Advertisement: (if applicable)

- We will send our camera ready artwork to [NASDME2010@mgr-events.com](mailto:NASDME2010@mgr-events.com) by March 15, 2010.
- Artwork is attached/enclosed.

**Step Four: Payment Information**

- Sponsorship Donation: \$ \_\_\_\_\_
- Program Advertisement Fee: \$ \_\_\_\_\_
- In-Kind Donation (Estimated Value): \$ \_\_\_\_\_

**Total Amount Due**

\$

**Please select a payment option.**

**A payment in full must accompany form.**

- Check or Money Order enclosed payable to **NASDME**. Tax ID# 72-1366400.
- Credit Card
  - Visa     MasterCard

**Cardholder Name:**

**Card Number:**

**Expiration Date:**

**Billing Zip Code:**

**Cardholder Signature:**

**Step Five: Submit**

Please submit your Response Form to:

NASDME 2010 National Conference  
c/o Wipfli LLP  
PO Box 8700  
Madison, Wisconsin 53708-8700

Or via Fax to: (608) 274-8085

**If you have questions regarding application receipt, confirmation and payment, please call (608) 275-7840.**

**If you have questions regarding sponsorship and donation benefits or artwork specifications, please call (505) 508-2999.**