

NCSM Annual Conference Elite Sponsor Display Space Guidelines

The information in this document is intended for Platinum, Gold, Silver, and Bronze Sponsors who have reserved space at the Annual Conference.

NCSM offers display space during its *Annual Conferences*. Space allocation procedures for each conference are dictated by the venue and the space designated for the *NCSM* display area. The purpose of the display area is for *NCSM* eligible sponsors to display products and services and for conference attendees – decision-makers and leaders in mathematics education – to preview and discuss them with company representatives. The *NCSM* Display Area provides a setting where company representatives and leaders in mathematics education cultivate professional relationships. Space in the *NCSM* display area is a benefit that *NCSM Elite Sponsors* earn as a function of their contribution level to *NCSM*.

1. Standard Booth Display Space:

- Each display booth will be carpeted.
- Platinum Sponsors receive one complementary standard booth. Gold, Silver, and Bronze Sponsors may purchase one standard booth for \$1,500.
- One standard booth is available to each eligible *NCSM Elite Sponsor* who reserves a booth by August 31st
- Each booth will be furnished as follows (no substitutions, please):

Furniture	St
✓ Table (8' x 30"): draped & skirted	One (1)
✓ Chair	Two (2)
✓ Wastebasket	One (1)
✓ Identification Sign (11" x 44") With company name and booth number	One (1)

2. Additional Booth Display Space:

If any additional booth space is available, the procedure for purchasing additional booth space is as follows:

- Platinum sponsors have first option to purchase one additional standard booth for \$1,100 on their Commitment Form by August 31st.
- Beginning September 1st, if additional booth space is available, Gold Sponsors have the option to purchase on a first-come, first-serve basis, one additional standard booth for \$1,100 by September 30th.

- Beginning October 1st, if additional booth space is available Silver Sponsors have the option to purchase on a first-come, first-serve basis, one additional standard booth for \$1,100 by October 15th.
- Beginning October 16th, if additional booth space is available Bronze Sponsors have the option to purchase on a first-come, first-serve basis, one additional standard booth for \$1,100 by October 31st.
- Beginning November 1st, if additional booth space is available non-elite sponsors may purchase a standard booth for \$2,600 on a first-come, first-serve basis.

3. Payment:

- The purchase of display space is available only to eligible *NCSM Elite Sponsors*.
- *NCSM* will invoice your company according to your Current Sponsorship Order and Commitment Form and any addendum your company submitted. Your payment must be remitted upon receipt of the invoice.
- Display space fees do not count toward levels of sponsorship.

4. Space Location Confirmation:

- Display booth placement will be determined by the *NCSM Sponsor Liaisons* in consultation with Show Decorator.
- Sponsors will be provided with a diagram of the room layout and their booth number(s) after February 1st.

5. Display Booth Protocols

- Each display booth will be furnished as described in 1.
- Booth design and arrangements must not obstruct the general view of other booths.
- All materials and furniture need to stay within the footprint of your booth. All displays or solid construction in excess of 3' high must be a minimum of 3' behind the front line of your booth. The maximum height for anything in your booth is 8' measured from the floor. These include:
 - ✓ Items set on the floor or on tabletops
 - ✓ Items hung within your display booth
 - ✓ Pop-up and portable tabletop displays
 - ✓ Electronic screens or other flat displays at the back of your booth that project no more than 2' from the back of the booth.
- The selling of items is not permitted without written permission from *NCSM* in accordance with current guidelines.
- Flyers, marketing materials, coupons, and product samples may be given out and contact information may be exchanged.
- The *NCSM Sponsor Liaisons*, on behalf of *NCSM*, reserve the right to change/remove displays in order to ensure displays meet these guidelines and meet the conference's aesthetic standards.

6. Display Booth Options:

- *NCSM* has designated a list of additional furniture you may order for your booth at your company's expense from the *Show Decorator*.

- You may use sound equipment in your booth as long as the noise level does not disrupt the activities of neighboring booths. All sound devices should be positioned to direct sound into your booth rather than into the aisle. Sound and noise should not be so excessive that it disturbs others.
- You may order Internet access through the *Show Decorator* or *Hotel* at your company's expense.
- You may order electricity through the *Show Decorator* or *Hotel* at your company's expense.

7. Display Hours:

- Set-up will be Sunday, 2:00 PM-5:00 PM, pending confirmation of location site. Displays must be set up completely by 5:00 PM.
- The Display Area will be open to *NCSM Annual Conference* attendees on Monday of the conference from the end of the opening session (approximately 9:15 AM) until 5:00 PM.
- The Display Area will be open to *NCSM Annual Conference* attendees on Tuesday 8:00 AM – 3:30 PM (the beginning of the caucus sessions).
- Your display must remain open until 5:00 PM on Monday and until 3:30 PM on Tuesday.
- The Display Area officially closes on Tuesday at 3:30 PM.
 - ✓ Please keep booths intact until the official closing of the display area. You may begin packing up and tearing down your booth at 3:30 PM, Tuesday.
- All display materials must be cleared by 5:30 PM on Tuesday. Anything left after this time will be discarded.

8. Decorator:

The *NCSM Sponsor Liaisons* will provide the *Show Decorator* with contact information for participating *NCSM Sponsors*.

- The *Show Decorator* will send an exhibit service kit to each sponsor including details for material handling charges. *NCSM* will post the exhibit service kit among the links of the *Sponsor Toolkit* (<http://www/mathedleadership.org/partners/sponsortoolkit.html>) when it becomes available.

9. Shipping and Storage:

- The *NCSM* decorator, will provide a complete description of services in the exhibit service kit you receive.
- Each company/organization is responsible for the cost of inbound and outbound shipping, storage, receiving, and handling charges.

10. Security and Protection:

- Display Area will be locked during non-display times. Security will be provided when the area is not able to be locked.
- *NCSM* will not assume liability for any displayer's property or representative's personal property loss or damage.

11. Badges for *Elite Sponsors*:

- All sponsor representatives working in your booth must pre-register. There are two types of badges available to *Elite Sponsors*.

- ✓ **Display Area Only Badges** authorize the bearer to be inside the display space during set-up hours, public display hours, and tear-down hours. Names of those to receive display area badges (limit 8 per booth space) **MUST** be listed on the *NCSM Sponsor Representative Registration Form*. The bearer of such a badge is also authorized to work at your booth. ***Display Area badges only provides access to the Display Area. They cannot be used to gain access to Annual Conference presentations or functions at any time.***
- ✓ **Complimentary Sponsor Attendee Badges** will also be granted to each *Elite Sponsor* based on their elite status (see table on page 4 of the Sponsor Opportunity Summary). These attendee badges will authorize the bearer the same access to the display area as listed above, **AND** the bearer may also attend conference sessions. These badges do not authorize the bearer to attend the meal functions of other sponsors. There will be one set of conference materials for each *Elite Sponsor*. Meal tickets are limited for a sponsor's own function to the number of badges issued for the booth.
- The *NCSM Office* will send the *NCSM Sponsor Representative Registration Form* to all sponsors in January 2018. This form will allow you to identify all representatives designated to set up, work, or tear down the display booth. In addition, individuals to receive the complimentary attendee badges will need to be included on the registration form.
- All Sponsor Representative Badges will be available to pick up on-site at the *NCSM Annual Conference* Registration Area at the Speaker/Sponsor Registration Desk.

12. Questions:

For Personnel Registration Questions, Contact:

NCSM Office
2851 S. Parker Road, Suite 1210
Aurora, CO 80114
Phone: (303)-317-6595
Fax: (303) 200-7099
Email: office@mathedleadership.org

Any Other Questions? Contact:

URL: mathedleadership.org/about/board/ap-liaison2.html
Email: ncsmadvertise@mathedleadership.org

- *NCSM Sponsor Liaisons*, will be on site and available for questions during set-up hours, display hours, and throughout the conference.