

NEEAN 2016 Fall Forum Sponsorships

Level #1: @\$1,000 (3 available)

- Two complementary registrations to the Fall Forum including meals and breaks; additional registrations available at a discount
- One 8ft skirted exhibition table and two chairs
 - Sponsors are placed in the reception area where meals and breaks are served buffet-style, and where attendees must walk to get to main ballroom
 - Complementary wifi
 - Priority selection of exhibitor table site
- One full page B&W advertisement in the Journal of Assessment and Institutional Effectiveness (JAIE) valued at \$300
- Sponsor acknowledgment on conference area of NEEAN web site and inside attendee folders (logos must be received via email by 10/15)
- One break sponsorship. Full color signage at the coffee/tea set-up saying "NEEAN Thanks Sponsor XYX [logo and corporate tagline]"; 3 available slots, priority by order of reservation:
 - Continental breakfast: during registration and prior to welcome address
 - Coffee Break #1: immediately following keynote
 - Coffee Break #2: immediately following breakout session #1
- Sponsor thank you on @NEEAN_assess twitter feed
- Sponsor flier or promotional item distributed in attendee folders
 - Promotional materials must be received by 10/15

Level #2: @ \$500 (6 available)

- One complementary registration to the Fall Forum including meals and breaks; additional registrations available at a discount
- One 8ft skirted exhibition table and two chairs
 - Sponsors are placed in the reception area where meals and breaks are served buffet-style, and where attendees must walk to get to main ballroom
 - Complementary wifi
 - First come, first served exclusive of reserved Level 1 tables
- One half page B&W advertisement in the Journal of Assessment and Institutional Effectiveness (JAIE) valued at \$200
- Sponsor acknowledgment on conference area of NEEAN web site and inside attendee folders (logos must be received via email by 10/15)

Level #3: @ \$250 (unlimited)

- One standard-sized (8 ½ X 11) flier insert distributed in attendee folders.
 - Flier must be received in hard copy by 10/15.
- Sponsor acknowledgment on conference area of NEEAN web site and inside attendee folders (logos must be received via email by 10/15)

2016 NEEAN CONFERENCE SPONSORSHIP

November 4, 2016

College of the Holy Cross, Hogan Conference Center, Worcester, MA

Exhibitor Registration and Listing form

Please complete form and return to NEEAN by email: neean.assess@gmail.com

Company: _____

Exhibit Contact: _____

Address: City/State/Zip: _____

Phone: _____

Fax: _____ Email: _____

Badge Information

Exhibitors will receive nametag badges. Please indicate if there are more than one attendee.

Attendee Name (complementary with levels 1-2 sponsorships):

#2 Additional Attendee Name (complementary with level 1 sponsorship, \$50 with level 2 sponsorship, regular price is \$150):

#3 Additional Attendee (\$100 with levels 1-2 sponsorships; regular price is \$150):

Please Select:

Fall Forum Sponsorship:

___ **Level #1 (\$1,000)**

___ **Level #2 (\$500)**

___ **Level #3 (\$250)**

Subtotal: _____

Fall Forum Sponsor Attendee

___ **1 attendee (Complementary for level 1&2 Sponsors)**

___ **2 attendees (Complementary for level 1 sponsor; \$50 for level 2 sponsor)**

___ **3 attendees (\$100 for level 1&2 sponsors)**

Subtotal: _____

TOTAL: _____

2016 NEEAN Conference Sponsors

EXHIBITOR INFORMATION

Thank you for considering the opportunity to exhibit publicity materials at the 2016 New England Educational Assessment Network Fall Forum Conference on November 4, 2016 in Worcester, MA at the College of the Holy Cross. The NEEAN Fall Forum is attended by approximately 250 faculty and administrators from New England and New York institutions of Higher Education who work in all facets of assessment and accreditation. These leaders and professionals recognize the benefits of networking with organizations in the promotion of assessment and student learning on their campuses. Exhibitors have the unique opportunity to share information about their organizations with these conference attendees. NEEAN limits the number of exhibitors in order to maximize exhibitors' time with conference participants. All conference breaks will be held in the exhibit area to ensure quality interaction time.

NEEAN Exhibitor space is limited and available on a first-come, first-served basis. Submit your registration form as soon as possible to reserve your exhibitor space. Registration forms and payment will be accepted up until October 15, 2016.

ELECTRICITY & INTERNET

Exhibitors will be responsible for informing NEEAN for electricity/wireless needs, and we will work with the college to provide this to the best of our ability as the space allows.

SET-UP DETAILS

- Exhibitors set up: Friday, November 4 between 7:30 AM and 8:30 AM
- Exhibit Hall open to attendees: Friday, November 4 at 8:15 AM through Friday, November 4 at 3:15 PM
- Exhibitors take down: Friday, November 4 at 3:00 PM

HOURS OF EVENT

Friday, November 4, 2016: 8:15 am-3:15 pm

SHIPPING & STORAGE FEES & INSTRUCTIONS

Exhibitors will be responsible for transporting their own exhibit materials. There are several area hotels near College of the Holy Cross, Worcester, Mass and many will give a discounted rate for events at the college. If you intend to stay overnight, you would need to arrange your own shipping and storage with the individual hotel.

Most conference attendees drive to the event on that day, and do not stay overnight.

Exhibit Hours

Exhibitors are required to have personnel at the Exhibit space during all posted Exhibit hours.

Liability

Neither NEEAN, their affiliates, their staff, representative, or other employees thereof; the College of the Holy Cross, nor its representatives or employees; will be held responsible for any injury, loss or damage that may occur to the Exhibitor, or the Exhibitor's employees or property from any cause whatsoever, prior, during or subsequent to the period covered by the exhibit contract, and the Exhibitor signing this contract expressly releases all of the aforesaid from and agrees to indemnify each of them against any and all claims for such loss, damage or injury.

Uncontrollable Liabilities

In case the premises to be used by the Exhibitor shall be destroyed by fire or the elements, or by any other cause, or in case any other circumstances shall make it impossible for Management to permit the said premises to be occupied by the said Exhibitor for use herein specified, then and thereupon this agreement shall terminate. Except for this assumption of risk by the Exhibitor, booth rental would be substantially greater. In consideration of the lesser payment agreed upon, the Exhibitor shall and hereby does waive any claim for damages or compensation. It is agreed that Management reserves the right to retain such part of the payments made by Exhibitors for the booth space as would be necessary to cover all expenses incurred by Management incidental to the opening of the exhibit up to the cause of any cancellation.

Displays

No goods or equipment may be displayed in the exhibit hall except within the limits of the exhibit space contracted for with the Management and assigned to the Exhibitor. All music is strictly prohibited on the exhibit floor. No combustible decorations shall be used at any time.

CONTACT & SHIPPING of Promotional Materials

Please contact Executive Director Melanie Larson, for instructions on shipping promotional items.

Email: neean.assess@gmail.com

Phone: 978-ASSESS5 (978-277-3775)