



2010 Exhibit/Sponsorship Prospectus

Thelma Keller Convention Center
Effingham, Illinois

2010 STATEWIDE CONFERENCE ABILITIES, ASPIRATIONS AND ACCESS

Advocates for Access
ARC Community Support Systems
CRP-RCEP U of I at Urbana-Champaign
disabilityworks at the Chicagoland Chamber of Commerce
Family Matters Parent Training & Info Ctr
Family Resource Center on Disabilities
Healthcare & Family Services
IL Assistive Technology Program
IL Chapter, American Academy of Pediatrics
Illinois Community College Board
IL Department of Commerce and Economic Opportunity
IL Dept. of Human Services
Division of Rehabilitation Services
Division of Mental Health
IL Network of Centers of Independent Living
IL Interagency Coordinating Council
IL State Advisory Council on the Education of Children with Disabilities
IL State Board of Education (ISBE)
IL State Treasurer's Office
Rehabilitation Institute of Chicago
Statewide Independent Living Council of IL
UIC Division of Specialized Care for Children

Do you want the opportunity to outreach to students, families and professionals from across the state in one location? The 2010 IL Statewide Transition Conference reaches an audience of about 650:

- Special education students getting ready to complete high school,
- Parents looking for information and services to prepare their child for the adult world,
- Healthcare professionals, and
- Educators, employment professionals, and social service staff who want more resources to help students.

This year's event will take place October 24, 25 & 26, 2010 at the Keller Convention Center, 1202 N Keller Dr. in Effingham, Illinois. The conference will offer youth, families, educators, health care providers, advocates and community representatives the opportunity to explore transition options that support positive post school outcomes in the area of Health Care, Employment, Community Living, and Education.

On behalf of the steering committee, composed of a consortium of state and community agencies that collaborate to host the conference, we hope that we can count on you to participate as an exhibitor, sponsor, and/or advertiser. Your participation will give you access to health care providers, youth, families, educators, community agency representatives, and other professionals who are interested in working with transition-aged youth with disabilities. Advertisement in the Conference Program and Resource Handbook will certainly be used for years to come.

Enclosed is the Exhibitor/Sponsorship Contract. Please complete and return the contract by **September 17, 2010** to Cullen Hoos at Health Benefits for Workers with Disabilities PO Box 19145, Springfield, IL 62794-9145.

Thank you in advance for your participation in the 6th Annual Illinois Transition Conference, **Abilities, Aspirations and Access**. If you have any questions, please contact Cullen Hoos at 217-558-1577 or email Cullen.hoos@illinois.gov.

Sincerely,
John Spears
Exhibitor Committee Chairperson

Conference Exhibit Information

The exhibit area will be a high traffic area of the conference.

Register early. Space is limited and will be assigned on a first come, first served basis

Family Day

Exhibits will begin at 12:00 pm on Sunday, October 24. This will give working parents and local families the opportunity to visit the exhibits. Please plan on being set up by Sunday noon.

General Exhibitor Hours

The exhibit floor will open from 12:00-4:30 p.m. on Sunday, October 24 and 8:00 a.m. to 4:30 p.m. on Monday, October 25. As a courtesy to the registrants and your fellow exhibitors, we request adherence to the opening and closing hours.

College/Health Fair Hours

Exhibits for this event will have the same hours as other exhibitors to provide maximum exposure.

Booth Description

Each area includes:

One – 6'x30" skirted table

Two – folding chairs

Signage will also be provided

Booth Assignment

Exhibit space will be assigned, based on receipt of registration form with payment. All registrations will be confirmed. Conference steering committee reserves the right to make assignments or reassignments as necessary.

Electrical/Internet Connections

Electrical and internet connections will be available options at an additional \$45 and \$100 respectively.

Cost/Payment

Payment must accompany the Participant contract, and is due by September 17, 2010.

- College & Health Fairs:

The cost of exhibit space per booth is free. Colleges and health information providers must still register before 9/17. Space is limited.

- General Exhibits:

The cost of exhibit space per booth is: For-Profit rate \$150.00 and \$75.00 Not-for-Profit.

Installation/Dismantling for Three Day Exhibits:

Exhibitor move-in will be allowed Sunday, October 24th from 11:00 a.m. to 12:00 p.m. The exhibit hall is scheduled to close Monday, October 25th at 4:30 p.m. Dismantling will begin after that time.

Advance Shipments

All advance shipments should be marked clearly with Statewide Transition conference and sent c/o Your Name, Transition Conference 10/24/10, Thelma Keller Convention Center, 1202 N Keller Dr, Effingham, IL 62401 no more than two weeks prior to the conference.

Alternate Format

We strongly encourage you to provide all your handouts in alternate formats (large print, audio tape, CD, Braille). Many conference attendees are strong self-advocates, and not afraid to ask for what they need. Interpreters will be on-call to assist in your conversations with people who are deaf or hard of hearing.

Liability & Insurance

Every reasonable precaution will be taken to protect the exhibitor's property. However, the Conference Steering Committee will have no responsibility or liability for the exhibitor's property, owned or rented, his person, or that of his employees or agents, from personal injury, theft, or any other causes. Exhibitors are advised to carry floater insurance to cover exhibit material and public liability for injury to the person and property of others.

Security

The exhibit area is in a high-traffic area of the convention center. Valuables should not be left unattended. If additional security is needed, exhibitors must obtain these services at their own expense.

Lodging

There are a number of hotels in the Effingham area. Please feel free to contact us for a list of local hotels.

Meals

A wide variety of meal options are available, both on site and nearby. You can choose to register at a reduced price for the conference and participate in the conference meals and sessions.

Advertisement

Registration also entitles vendors to a listing of company name, contact information, and booth placement in the conference handbook. Additional advertising space may be purchased. Please see the contract for details.

Sponsorship Opportunities

The unique opportunity to help offset the cost of speaker fees and/or registration fees for individuals and groups is again being offered for your consideration. Your contribution as a sponsor will help ensure students and families have access to current transition resources in our state! Involvement levels include:

\$500-\$750: Free booth, ½ page ad, no lunches

\$751-\$999: Free booth, ½ page ad, lunch for one person

\$1,000+: Free Exhibit Booth, lunch for two persons and full page advertisement

Please see the attached Sponsorship page for further opportunities.

Please do not write in this space
 Date rec'd _____
 Amt rec'd _____
 Check # _____
 Space assigned _____

October 24 & 25, 2010
Effingham Convention Center, Effingham, Illinois

Participant Contract

The undersigned hereby makes application for exhibit space, sponsorship and/or advertisement. This agreement is subject to all terms and conditions stated in the prospectus and made a part thereof. We agree to accept assignment of space by conference Steering Committee. We also agree to pay the space rental on or before **September 17, 2010**, otherwise, the Steering Committee reserves the right to cancel the assignment and reassign the space. **If purchasing advertisement space, please submit this contract and payment by mail and also e-mail camera-ready ad copy to john.spears@illinois.gov by September 1, 2010.**

Company Name	
Street Address	
City/State/Zip	
Email Address	
Phone	
Web Address	
6-10 words describing service or products	
Representative(s) attending:	

Sponsorship

Sponsor a not-for-profit exhibitor	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>	Other \$ _____
Sponsor a family	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>	Other \$ _____
Sponsor a classroom	<input type="checkbox"/>	\$350.00	<input type="checkbox"/>	Other \$ _____
Sponsor a speaker	<input type="checkbox"/>	\$500.00	<input type="checkbox"/>	Other \$ _____
Sponsor a luncheon/reception	<input type="checkbox"/>	\$2000.00	<input type="checkbox"/>	Other \$ _____
Other: _____	<input type="checkbox"/>	Other \$ _____		

Booth Rental

Item	Amount	Total
College or Health Fair Booth		
Exhibit Space	Free	\$
For-Profit Organization Booth Rental		
Exhibit Space	\$150.00	\$
Non Profit Organization Booth Rental – must provide proof of non-profit status, if requested, and only exhibit not-for-profit services		
Exhibit Space	\$75.00	\$
Utility Charge:		
Electricity	\$45.00	\$
Internet	\$100.00	
Booth Sub total:		\$

Advertising Order Form (Camera-ready ads to be emailed to: john.spears@illinois.gov by 9/1/10)

Ad Description	Price	Total
¼ page (3.75" wide x 5" high)	\$60.00	\$
½ page (7.5" wide x 5" high)	\$90.00	\$
Full page (7.5" x 10" high)	\$160.00	\$

Grand Totals

Subtotal for Sponsorship	\$
Subtotal for Booth	\$
Subtotal for Ad	\$
2 day Conference Registration (optional) -\$125/person	\$
Grand Total	\$

Payment must be received by
September 17, 2010
Payable to Will Cty Regional
Office of Education

Special Request – someone you would like to be near or not near (will accommodate, if possible)

Enclosed is our check in the amount of \$ _____ as payment-in-full for the items requested. **No purchase orders.** (if applicable)

Authorizing Signature		
Title		Date

Please fill out this form completely, attach a check (Payable to Will County Regional Office of Education)
Mail to: Cullen Hoos – Health Benefits for Workers with Disabilities
 PO Box 19145 Springfield, IL 62794-9145