

Seventh Annual Statewide Transition Conference



2011 Exhibit/Sponsorship Prospectus

Crowne Plaza Hotel
Springfield, Illinois

2011 STATEWIDE CONFERENCE: FROM ROOTS TO WINGS

CONFERENCE SPONSORS:

Advocates for Access

ARC Community Support
Systems

CRP-RCEP U of I at Urbana-
Champaign

Family Matters Parent Training
& Info Center

Family Resource Center on
Disabilities

Healthcare & Family Services

IL Assistive Technology Program

IL Dept. of Human Services

Division of Rehabilitation
Services

Division of Mental Health

IL Interagency Coordinating
Council

IL State Advisory Council on the
Education of Children with
Disabilities

Statewide Independent Living
Council of IL

Do you want the opportunity to outreach to students, families and professionals from across the state in one location? The 2011 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 23, 24 & 25, 2011 at the Crowne Plaza Hotel, 3000 South Dirksen Pkwy. in Springfield, 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 16, 2011** to:

Travis Genenbacher

Health Benefits for Workers with Disabilities

PO Box 19145, Springfield, IL 62794-9145.

Thank you in advance for your participation in the 7th Annual Illinois Transition Conference, ***From Roots to Wings***. If you have any questions, please contact Travis Genenbacher at 217-557-7202 or email travis.genenbacher@illinois.gov.

Sincerely,

John Spears

Exhibitor Committee Chairperson

Conference Exhibit Information

Family Day

Exhibits will begin at 12:00 pm on Sunday, October 23. 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 23 and 8:30 a.m. to 4:30 p.m. on Monday, October 24. 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 the registration form with payment. All registrations will be confirmed. The 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 \$60 and \$150 respectively.

Cost/Payment

Payment must accompany the Participant Contract, and is due by September 16, 2011.

- College & Health Fairs:

The cost of exhibit space per booth is free. Colleges and health information providers must still register before 9/16/11. Space is extremely 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 23rd from 11:00 a.m. to 12:00 p.m. The exhibit hall is scheduled to close Monday, October 24th at 4:30 p.m. Dismantling will begin after that time.

Advance Shipments

All advance shipments should be marked clearly with Statewide Transition Conference 2011 and sent c/o Your Name, Transition Conference 10/23/11, Crowne Plaza Hotel and Conference, 3000 S. Dirksen Parkway, Springfield, IL 62703 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 conference facility. 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 Springfield 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.

October 23 & 24, 2011
 Crowne Plaza Hotel - Springfield, Illinois

Participant Contract

Please do not write in this space

Date rec'd _____
 Amt rec'd _____
 Check # _____
 Space assigned _____

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 16, 2011**, 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 email camera-ready ad copy to travis.genenbacher@illinois.gov by **September 2, 2011**.**

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	\$60.00	\$
Internet	\$150.00	\$
Booth Sub total:		\$

Advertising Order Form (Camera-ready ads to be emailed to: travis.genenbacher@illinois.gov by 9/2/11)

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) -\$100/person	\$
Grand Total	\$

**Payment must be received by
 September 16, 2011**

**Payable to: Will County Regional
 Office of Education**

Special Request – someone you would like to be near or not be 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: Travis Genenbacher – Health Benefits for Workers with Disabilities
 PO Box 19145 Springfield, IL 62794-9145