



IAAPPA Conference Sponsorship

Spring IAAPPA Conference

Wednesday, April 18, 2018

Sponsorship Levels

By electing to become a sponsor, you understand that you are making a contribution to IAAPPA in support of their organization and activities.

2018 SPONSORSHIP LEVELS

PLATINUM SPONSOR \$1,500

- Company name and logo on all materials related to event
- Company name and logo on the IAAPPA web site as a Platinum Sponsor
- Recognition during Breakfast/Lunch/Networking breaks throughout the day
- Includes 4 conference registrations - Additional attendees must register at \$50/person
- 1 complimentary booth at the conference (1-6ft. table with 2 chairs)
- 1 additional booth w/ 2 chairs is available for an additional \$200 (availability for second booth TBD)
- Hold a 1 hour presentation (45 minute presentation with 15 minutes of Q&A)
- Option to provide favors at event on tables and/or place in registration folder/bag

GOLD SPONSOR \$1,000

- Company name and logo on all materials related to event
- Company name and logo on the IAAPPA web site as a Gold Sponsor
- Recognition during Breakfast/Lunch/Networking breaks throughout the day
- Includes 3 conference registrations - Additional attendees must register at \$50/person
- 1 complimentary booth at the conference (1-6ft. table with 2 chairs)
- Option to provide favors at event on tables

SILVER SPONSOR \$500

- Company name on all materials related to event
- Company name on the IAAPPA web site as a Silver Sponsor
- Includes 2 conference registrations - Additional attendees must register at \$50/person
- 1 complimentary booth at the conference (1-6ft. table with 2 chairs)

2018 ADDITIONAL SPONSORSHIPS - OPTIONAL

These Sponsorships are in addition to the above sponsorship opportunities. Please let us know if you are interested in an additional sponsorship, and we will contact you with more information.

BREAKFAST/LUNCH/NETWORKING BREAK WITH FOOD SPONSORSHIPS

RAFFLE, NAME BADGES, MISC. CONFERENCE MATERIALS SPONSORSHIPS

See the conference guidelines below



IAAPPA Conference Sponsorship

Spring IAAPPA Conference

Wednesday, April 18, 2018

Conference Guidelines

By electing to become a sponsor, you understand that you are making a contribution to IAAPPA in support of their organization and activities.

2018 CONFERENCE GUIDELINES

BASIC GUIDELINES

The IAAPPA board does not provide printing or copying services and will only be placing the sponsor provided literature in the appropriate location, based on sponsorship level.

REGISTRATION & BADGES

All attendees and company representatives must wear a name badge issued by IAAPPA at all times during the sessions and meal functions.

MANAGEMENT AUTHORITY

IAAPPA reserves the right in all emergencies, differences of opinion, or complaints to make such rulings as, in their judgement, are in the best interest of IAAPPA and the success of the event. The sponsor agrees to abide by all such rulings.

LOGO USAGE RIGHTS (Platinum & Gold Sponsors Only)

Please send your logo to the iaappa.appa@gmail.com for usage in all printed materials at the conference as well as on the IAAPPA website. Adobe Illustrator format is preferred; PDF and JPG will also be accepted. Please be sure that your logo is formatted in a high quality resolution to avoid any blurry logos.

BOOTH GUIDELINES

All table top exhibits include a six foot table and two chairs. Exhibitors may not obstruct the vision to any other booths by oversized displays, signs, etc. The sound level from any audio source is not to interfere with communication at other booths. You must bring your own power strips and extension cords if your booth requires electricity. More information to come about booth set up and tear down.

PRESENTATION GUIDELINES (Platinum Sponsors Only)

All sponsors considering a 1 hour presentation must register as a Platinum Sponsor. These sponsors will be required to submit their presentation materials for review by the IAAPPA board. Once all submissions are received, the IAAPPA board will select up to 11 sponsors to hold presentations. If you are not selected, you will have the option to remain a Platinum Sponsor without a presentation or modify your sponsorship to the Gold or Silver Sponsor level.

CANCELLATION POLICY

Cancellation Policy: In order to receive a partial refund of your registration fee, your cancellation must be received in writing by email by April 1, 2018. No refund of any kind, for any reason, will be given for cancellation requests received after 12 p.m. on April 1, 2018. You may transfer your registration to another person in your organization.

Please fill out the sponsor registration form below



IAAPPA Conference Sponsorship

Spring IAAPPA Conference Sponsor Registration Form

Thank you for sponsoring the first IAAPPA Spring conference. In order to help us better serve you, please fill out and return the sponsor registration form no later than **3/16/18** iaappa.appa@gmail.com **AND** send payment to Jay Uthoff by **3/26/18**.

SPONSOR INFORMATION

Company: _____

Contact Name: _____

Email: _____ Phone #: _____

SPONSORSHIP

Please Choose Sponsorship Level: Platinum Sponsor \$1,500
 Gold Sponsor \$1,000
 Silver Sponsor \$500

Would you be interested in additional sponsorship opportunities? Yes No *(See Page 1 for Information)*

Make checks payable to IAAPPA: send to IAAPPA C/O Jay Uthoff 700 College Drive, Decorah, IA 52101
Questions? Please contact Jay Uthoff at uthoffja@luther.edu

ATTENDEES

Please list all attendees from your company. Additional attendee registration is \$50/attendee (up to 5 total attendees)
**Please list any dietary restrictions*

1. _____
2. _____
3. _____
4. _____
5. _____

SPONSOR TABLE DISPLAY (ALL SPONSORS - OPTIONAL)

Will you have a table display? Yes No

Do you need any of the following: Power Wifi

PRESENTATION (PLATINUM SPONSORS ONLY)

Would you be interested in presenting a 45 minute presentation with 15 minutes of Q&A? Yes No

Preferred time, if available? Morning Afternoon

Presentation Topic? Topic: _____

Do you need any of the following: Computer Projector/Screen Power Wifi
 Other: _____

Additional booth, if available: Yes (Cost: \$200) No

See the call for presentations below (Platinum Sponsors Only)



IAAPPA Conference Sponsorship

Spring IAAPPA Conference

Call for Presentations

PLATINUM SPONSORSHIP ONLY

SUBMIT YOUR BEST FOR REVIEW AND CONSIDERATION

DEADLINE FOR SUBMISSION MARCH 16, 2018

Educational Facilities colleagues and Business Partners alike are encouraged to submit conference presentation proposals pertaining to current issues and challenges faced by educational facilities management.

The conference will be in Maucker Union at the University of Northern Iowa on April 18, 2018. Attending will be facilities officers and vendors from across Iowa—joined by a cross-functional representation of colleagues from their schools and institutions.

Single presenters, group presentations and panel formats all will be considered. Selected presenters will prepare 45 minutes of content/activity and provide 10-15 minutes for Q&A., totaling 60 minutes.

All topics will fit into one of these tracks:

- Utilities (including energy and controls)**
- General Administration and Management**
- Maintenance and Operations**
- Capital Improvements & Construction (Design and Project Management)**
- Policy**
- Grounds**
- Custodial**
- Sustainability**
- Safety & Security**

READY TO SUBMIT?

Go to our website at <http://iaappa.appa.org> to access the 2018 IAAPPA Conference Registration Form. This documentation will walk you through the submission process. To submit a proposal for the 2018 Conference, carefully complete, sign and send no later than end of business **March 16, 2018**. See instructions in the application.

Selection decisions shall be emailed to every applicant by **March 21, 2018**.

Thank you.
Lou Galante
President of IAAPPA