



IAAPPA Spring Conference Sponsorship **Tuesday, April 14th & Wednesday, April 15th, 2020**

WHO SHOULD EXHIBIT?

If you are seeking to expand your market, increase sales, or inform those in the educational physical plant industry about your organization's services, this is your chance! Come display your products, services and show us how you are staying ahead of the curve!

Space is limited, so don't delay!
Limited to the first 50 vendor spaces paid for

BENEFITS OF EXHIBITING AND SPONSORING

- Four (4) featured showcase times scheduled during conference
- Meet face-to-face with potential clients including leaders in the area
- Increases exposure for your company and its products and services
- Free listing of your company contact information in the spring 2020 Conference Guidebook
- Each tabletop includes: one 6ft. table, two chairs, and a wastebasket
- Various sponsorship levels to fit your budget
- Sponsorship levels include registration(s) for conference

VENDOR EXCHANGE HOURS

- Exhibit area is open throughout the conference for 80 minutes of exposure time and during breakout sessions for participants to interact

LOCATION

The Hotel at Kirkwood Center
7725 Kirkwood Boulevard SW
Cedar Rapids, IA 52404



IAAPPA Spring Conference Sponsorship **Tuesday, April 14th & Wednesday, April 15th, 2020** **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.

2020 SPONSORSHIP LEVELS

PLATINUM SPONSOR **\$1,750**

- 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)
- Ability to 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
- 1st priority to choose vendor booth(s) location

GOLD SPONSOR **\$1,200**

- 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 table(s)
- 1 additional booth w/ 2 chairs is available for an additional \$200 (availability for second booth TBD)
- 2nd priority to choose vendor booth(s) location after Platinum sponsors

SILVER SPONSOR **\$600**

- 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)
- 3rd priority to choose vendor booth location after Gold sponsors

BUSINESS PARTNER/SPONSOR ATTENDANCE ONLY **\$250**

- Includes 1 conference registration - Additional attendees must register at \$150/person
- Ability to hand out business cards and promote company to attendees

2020 ADDITIONAL SPONSORSHIPS - OPTIONAL

These following sponsorships are in addition to the above sponsorship opportunities. Companies who partake in additional sponsorships will be further recognized for their contributions. Please let us know if you are interested in an additional sponsorship, and we will contact you with more information.

COCKTAILS AT KICK OFF EVENT TUESDAY EVENING

BREAKFAST/LUNCH/NETWORKING BREAK WITH FOOD SPONSORSHIPS

RAFFLE OR DRAWING, NAME BADGES, MISC. CONFERENCE MATERIALS SPONSORSHIPS

See the conference guidelines below



IAAPPA Spring Conference Sponsorship

Tuesday, April 14th & Wednesday, April 15th, 2020

Conference Guidelines

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2020 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 judgment, 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 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 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 16 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 via email by March 1, 2020. No refund of any kind, for any reason, will be given for cancellation requests received after 12 p.m. on March 1, 2020. You may transfer your registration to another person in your organization.

Please fill out the sponsor registration form below



IAAPPA Spring Conference Sponsorship Sponsor Registration Form

Thank you for sponsoring the second IAAPPA Spring conference. In order to help us better serve you, please fill out and return the sponsor registration form no later than **1/6/20** to iaappa.appa@gmail.com **AND** send payment to Jay Uthoff by **1/20/20**.

SPONSOR INFORMATION

Company: _____

Contact Name: _____

Email: _____ Phone #: _____

SPONSORSHIP

Please Choose Sponsorship Level:

<input type="checkbox"/>	Platinum Sponsor	\$1,750
<input type="checkbox"/>	Gold Sponsor	\$1,200
<input type="checkbox"/>	Silver Sponsor	\$600
<input type="checkbox"/>	Business Partner/Sponsor Attendance Only	\$250

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

PAYMENT - INVOICE WILL BE SENT VIA EMAIL

Check: (no service fees) Make payable to: **IAAPPA C/O Jay Uthoff 700 College Drive, Decorah, IA 52101**

Credit Card: (3% service fee)

ATTENDEES

<p>Please list all attendees from your company. Additional attendee registration is extra . (up to 5 total attendees)</p> <p>*Please list any dietary restrictions</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 5%;">1.</td> <td style="width: 55%;">Name</td> <td style="width: 35%;"></td> </tr> <tr> <td></td> <td>2.</td> <td></td> <td></td> </tr> <tr> <td></td> <td>3.</td> <td></td> <td></td> </tr> <tr> <td></td> <td>4.</td> <td></td> <td></td> </tr> <tr> <td></td> <td>5.</td> <td></td> <td></td> </tr> </table>		1.	Name			2.				3.				4.				5.			<p>Dietary Restrictions</p>
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SPONSOR BOOTH DISPLAY (ALL SPONSORS - OPTIONAL)

Will you have a booth display? Yes No

Do you need any of the following: Power/Electricity Wifi Table Skirt

ADDITIONAL BOOTH DISPLAY (PLATINUM & GOLD SPONSORS ONLY)

Additional booth: Yes (Cost: \$200) No

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/Electricity

Wifi Microphone Other: _____

See the call for presentations below (Platinum Sponsors Only)



IAAPPA Spring Conference Sponsorship Call for Presentations

PLATINUM SPONSORSHIP ONLY

SUBMIT YOUR BEST FOR REVIEW AND CONSIDERATION

DEADLINE FOR SUBMISSION JANUARY 6, 2020

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 at the Kirkwood Hotel in Cedar Rapids by the Kirkwood campus on April 14 & 15, 2020. Attending will be facilities officers from across Iowa—joined by cross-functional representatives 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> and access the 2020 IAAPPA Conference Registration Form. The documentation will walk you through the submission process. To submit a proposal for the 2020 Conference, carefully complete, sign and email iaappa.appa@gmail.com no later than end of business **January 6, 2020**. See instructions in the application.

Selection decisions shall be emailed to every presentation applicant by **January 20, 2020**.

Thank you.
IAAPPA Board