

USSEA Regional Conference

July 27-29, 2018

Exhibitor Packet

The United States Society for Education through Art (USSEA) regional conference serves art educators and students at every level by showcasing the inspiring research and work of dozens of artists.

Sponsors of the conference support USSEA's goal of providing a high-quality conference for artists at every education level. By sponsoring this conference, your organization demonstrates its commitment to supporting the arts and visual culture in education nationwide and the Wichita community. Your organization also gains visibility and access to leaders from organizations and universities across the US and local art teachers.

The conference will be held **July 27-29, 2018** at McKnight Hall on the Wichita State University campus, 1845 Fairmount Street, Wichita, Kansas 67260.

Sponsorship Information

If you would like to be more visible during the conference, you are invited to become a conference sponsor. Conference sponsors are individuals, organizations, agencies or businesses that provide special financial support for conference activities in the amounts listed below, or an amount of your choosing.

PREMIER LUNCH SPONSOR - \$1,225 FOR SPONSORSHIP (TWO OPPORTUNITIES AVAILABLE)

Sponsorship benefits include:

- Announcement in the hall during lunch to thank you for your support.
- Signage at lunch acknowledging your sponsorship.
- Use of logo as thank you recognition in USSEA Regional Conference Final Program.
- Includes an exhibitor table.

COFFEE BREAK SPONSOR - \$350 FOR SPONSORSHIP (FOUR OPPORTUNITIES AVAILABLE)

Sponsorship benefits include:

- Announcement in the hall during lunch to thank you for your support.
- Signage at break station acknowledging your sponsorship.
- Thank you recognition in USSEA Regional Conference Final Program.
- Includes an exhibitor table.

Exhibit Hours

July 28, 2018

8:00 – 9:00 a.m.	Set Up (Conference registration begins at 8:30 a.m.)
9:00 a.m. – 4:30 p.m.	Display
4:30 – 5:00 p.m.	Tear Down

July 29, 2018

8:00 – 9:00 a.m.	Set Up (Conference registration begins at 8:30 a.m.)
9:00 a.m. – 3:00 p.m.	Display
3:00 – 4:30 p.m.	Tear Down

Space Description

Table Exhibits:

Each exhibit space includes one full length clothed 6' x 30" table and two chairs. Additional tables are available and must be arranged through pre-registration and paid for in advance. Exhibitors may not bring their own tables. Exhibit tables are adjacent to one another. There are no physical dividers between booths. The exhibit area is located in the atrium of the conference building and will not be secure. We encourage you to take valuable items with you when you leave your booth. A limited number of electrical outlets are available and will be assigned on a first come first serve basis. Wireless internet is available at no additional charge.

Exhibitor Options

Option 1 – Table Displays

- | | |
|-------------------------|--|
| Early Bird Rate: | By July 10, 2018 |
| • Full table: | \$50.00 full table |
| • Half table: | \$25.00 (6' table shared with another exhibitor) |
| Regular Rate: | After March 2, 2018 |
| • Full table: | \$60.00 first table, \$50.00 each additional table |
| • Half table: | \$30.00 (6' table shared with another exhibitor) |

Option 2- Conference Program Advertising

Do it up big! Place your company-designed artwork in our program. Target art educators and the next generation of art leaders. Ad should be delivered in .EPS format. Please note that ads must be received by July 13, 2018.

- \$500 Full Page Advertisement: Ad size should be vertically-oriented- 8 x 10 inches with .25 bleed.
- \$250 Half-Page Advertisement: Ad size should be horizontally-oriented- 4 x 8 inches with .25 bleed.
- \$140 Quarter-Page Advertisement: Ad size should be vertically-oriented- 4 x 5.25 inches with .25 bleed.
- \$85 Eighth-Page Advertisement: Ad size should be horizontally-oriented- 2.5 x 4 inches with .25 bleed.

How to Reserve Your Spot

Space is limited. To reserve your place at the USSEA Regional Conference, complete the Exhibitor/Sponsor Registration and return it to Wichita State University — Office of University Conferences, 1845 Fairmount, Campus Box 136, Wichita, KS 67260-0136 along with your exhibit fees or register online at www.USSEA.net.

Exhibit Information

Conference Location

McKnight Hall
Wichita State University
1845 N. Fairmount Street
Wichita, KS 67260

Terms and Conditions: By participating as an exhibitor in the USSEA Regional Conference, you, your company/association, and your representatives agree to the following terms and conditions. These terms and conditions will be strictly enforced and violators may be asked to leave the exhibition area and may impair their exhibit opportunities at future USSEA Conferences.

Electricity: Limited electrical outlets are available. If you need an electrical outlet, you must indicate it on the registration form.

Booth Assignment: The USSEA Regional Conference organizers reserve the right to exercise their sole discretion in the assignment of booth space and the acceptance or refusal of requests to exhibit for any reason, with or without cause. While every effort is made to accommodate the special needs and requests of exhibitors, the final assignments of booth space and their location will be determined by the conference facilitator at their sole discretion. Exhibit space will be pre-assigned according to the date payment is received. Please submit all special requests with your registration. Exhibitors may not rearrange table placement without the permission of the conference facilitator.

Set-up Information: Fire regulations require exhibitors to keep displays, products, signage, and any other materials within their booth limitations. If any of these items are found to be in aisle space, the exhibitor is liable for municipal fines and may be asked to dismantle their exhibit and leave. Exhibitors may not bring in additional tables. Additional tables are available with advance registration for a fee.

Amendments: The exhibitor agrees that the USSEA Regional Conference organizers shall have the right to make such rules and regulations or changes in arrangements as it shall deem necessary, and to amend same from time to time. The conference facilitator shall have the final determinations and enforcement of all rules, regulations, and conditions.

Liability: Exhibitor assumes responsibility and hereby agrees to protect, indemnify, defend and save the USSEA Regional Conference organizers and agents harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorney fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof.

Cancellation of Space: Failure to exhibit does not constitute notice of cancellation. Cancellation must be in writing. Telephone cancellations will not be accepted. A 15% administrative fee will be charged for **all** cancellations (this includes unpaid purchase orders.) There will be no refunds after July 13, 2018. In the event of the USSEA Regional Conference being canceled due to fire, strikes, government regulations, acts of God, or other causes beyond their control, the USSEA Regional Conference organizers shall not be held liable for failure to hold the USSEA Regional Conference as scheduled, and the USSEA Regional Conference organizers shall determine the amount of exhibit fees to be refunded.

Endorsements: Having an exhibitor relationship with the USSEA Regional Conference does not indicate that the USSEA Regional Conference endorses the product of said exhibitor.

We look forward to seeing you at the conference. Please sign up today on the enclosed registration form or online at www.USSEA.net. If you have any questions, please feel free to contact the WSU Conference Office at conference.office@wichita.edu or 316-978-6493.

Special Accommodations: Wichita State University is committed to making programs available to people with disabilities. If you wish to volunteer information regarding any special assistance you may need, please contact the Office of University Conferences at (316) 978-6493.

Notice of Non-Discrimination: Wichita State University does not discriminate in its employment practices, educational programs or activities on the basis of age, ancestry, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran. Retaliation against an individual filing or cooperating in a complaint process is also prohibited. Sexual misconduct, relationship violence and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972. Complaints or concerns related to alleged discrimination may be directed to the Director of Equal Opportunity or the Title IX Coordinator, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone (316) 978-3187.

**USSEA Regional Conference Sponsor/Exhibitor Registration
July 28-29, 2018**

Name of Organization (& Dept if applicable): _____
Registration/Billing Contact: _____ E-mail: _____
Name of Rep 1 staffing the display area: _____ E-mail: _____
Name of Rep 2 staffing the display area: _____ E-mail: _____
Mailing Address: _____
City/State/Zip: _____ Phone: _____ Fax: _____ Web: _____
Special requests for table placement: _____
Special Accommodations: _____
What type of products or services do you provide? _____
 I require vegetarian meals
 I agree to abide by all USSEA Regional Conference Exhibitor terms and conditions (see brochure for details.)

Exhibitor Opportunities

(see brochure for opportunity details)

Option 1 – Table Displays (Please check one)

Early Bird Rate (by July 10)

Full Table: \$50.00

Half Table: \$25.00

After July 10

Full Table: \$60.00

Half Table: \$30.00

TOTAL # OF TABLES NEEDED

Option 2 – Conference Program Advertising (Please check one)

Full Page Ad: \$500

Half Page Ad: \$250

Quarter Page Ad: \$140

Eighth Page Ad: \$85

Cancellation of Space: Failure to exhibit does not constitute notice of cancellation. Cancellation of exhibit space or sponsorship must be in writing. Telephone cancellations will not be accepted. A 15% administrative fee will be charged for **all** cancellations (this includes unpaid purchase orders.) There will be no refunds after **July 13, 2018**.

Payment Information: Total Due: \$ _____ (Federal Tax ID: 48-1124839)

Check/Purchase Order MasterCard Visa American Express Discover

CC # _____ Expiration Date: _____ Security Code: _____

Name on Card: _____

Signature: _____

Sponsorship Opportunities

(see brochure for opportunity details)

Premier Lunch Sponsor (**\$1,225**)

Coffee Break Sponsor (**\$350**)

Sponsorship Amount of my choosing
Amount: _____

No Tables **One Table**

How to Register:

Online: www.USSEA.net

Fax: 316-978-3064

Mail: WSU – Office of University Conferences
1845 Fairmount, Campus Box 136
Wichita, KS 67260-0136

Questions:

Contact the WSU Conference Office:
(316) 978-6493; conference.office@wichita.edu

3 digit code on back of card
or 4 digits on front of
American Express Card