Invitation to Exhibit
KASB Conference & Trade Show
Saturday, December 7
10 a.m. - 3 p.m.
# Sponsorship Opportunities

**PREMIER* $10,000**  
- One Single (10x10) or Double (10x20) Exhibit Booth, Complimentary  
- Sponsor/Endorse/Introduce One KASB Member Breakout Session  
- One Full-Page Ad in the Convention Program  
- Mention/Thanks at First and Second General Session  
- Table, Table Recognition and attendance for two at the Saturday, December 7 Evening Networking Reception  
- Acknowledgement of Sponsorship in Conference Materials

**MILLENNIUM* $5,000**  
- Single 10x10 Exhibit Booth, Complimentary  
  (or $600 toward one bus space)  
- One Full-Page Ad in the Convention Program  
- Mention/Thanks at First and Second General Session  
- Table, Table Recognition and attendance for two at the Saturday, December 7 Evening Networking Reception

**CENTURY* $2,500**  
- Single 10x10 Exhibit Booth, Complimentary  
  (or $600 toward one bus space)  
- One Full-Page Ad in the Convention Program

**DECADE* $1,500**  
- Single 10x10 Exhibit Booth, Complimentary  
  (or $600 toward one bus space)  
- One Half-Page Ad in the Convention Program

*DECADE, CENTURY, MILLENNIUM AND PREMIER SPONSOR LEVELS ALSO INCLUDE:*
- Exposure in All Promotional Materials  
- Promotional Piece in Conference Registration Packets  
- Mention/Thanks at Saturday Trade Show  
- Acknowledgement of Sponsorship in the Conference Program  
- Link to Sponsor’s Website on KASB Website and Conference Mobile Site  
- First Preference on Booth Space at 2020 Conference in Overland Park (Based on 2019 Sponsor Level)

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Don’t want to pack raffle prizes? Let us do the work for you!

The KASB Annual Conference is kicking off on Saturday, December 7 with an uninterrupted exhibitor break, followed by a Networking Lunch. Conference participants will be able to stroll through the exhibit arena during the morning break and Networking Lunch and get their tickets punched while enjoying snacks, beverages and lunch.

**HOW YOU CAN HELP:** You are invited to donate to this raffle. The minimum requested donation is $50. If you have a particular item you’d like to donate for KASB to give away during the raffle, please contact Andrea Hartzell (ahartzell@kasb.org).

**WHEN WILL PRIZES BE GIVEN AWAY:** These prizes will be given away in the Expo Hall during the afternoon exhibit break on Saturday afternoon.

**RECOGNITION:** Vendors who donate cash toward the raffle prizes will be listed in the convention program and will also receive voice recognition Saturday.

**DONATE $200 AND GET A COMPLIMENTARY 1/4 PAGE AD** in the convention program. Choose your donation level at the time you pick your booth space and pay for it all at once! $300 for a 1/3 page ad and $400 for a half page ad!

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Thank you for your support of KASB and Public education in Kansas!
ABOUT KASB

The Kansas Association of School Boards is a leading advocate for public education. The association exists to serve the needs of school leaders in the areas of board training, information and representation. KASB is governed by a board of 18 local school board members elected by their peers. An annual Delegate Assembly determines legislative policy positions for the association.

Membership is voluntary, with 99 percent of school districts belonging this year.

ABOUT THE TRADE SHOW

The Convention features a Trade Show, on Saturday, December 7. This show has two exclusive exhibitor breaks and a Networking Lunch in the exhibit hall.

Suppliers and manufacturers of school equipment, products and services are invited to participate. More than 450 school board members, superintendents and guests attend the KASB event.

NO SALES WILL BE PERMITTED ON THE EXHIBIT FLOOR DURING THE CONVENTION.

EXHIBIT HOURS—NEW IN 2019!

Friday, December 6
• Bus/Vehicle ONLY
  Move-In & Registration .................... Noon-2 p.m.
• Exhibitor Set-Up Limited Opportunity—Ask for Details

Saturday, December 7
Booth Set-Up &
Exhibitor Registration ...................... 8-10 a.m.
• Exhibits Open/Networking Lunch ...... 10 a.m-3 p.m.
• Tear Down/Move Out ........................... 3:00 p.m.

Vendors are strongly encouraged to stay until close of show. Vendors that leave early may be subject to additional charges.

EXHIBIT SPACE SPECIFICATIONS

All booths are 10 feet by 10 feet and will be draped. Nothing may be pinned or attached to the drapes. In order to prevent interference with adjoining booths, no signs or equipment shall extend beyond the sides of the booth. Two chairs and one six foot table are included in the booth fee.

Helgerson Co. is the exclusive renter of additional booth furnishings. For more information or questions, contact Helgerson Co. at 888-713-0524.

NO SALES WILL BE PERMITTED ON THE EXHIBIT FLOOR DURING THE CONVENTION.

EXHIBIT SPACE PRICES

Vendors have the option of purchasing one or more booth spaces. See the tiered pricing.

<table>
<thead>
<tr>
<th>Booths</th>
<th>Early Bird Rate</th>
<th>After Oct. 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Booth</td>
<td>$600</td>
<td>$650</td>
</tr>
<tr>
<td>Second Booth</td>
<td>$250</td>
<td>$275</td>
</tr>
<tr>
<td>Third Booth</td>
<td>$175</td>
<td>$200</td>
</tr>
<tr>
<td>Fourth Booth</td>
<td>$125</td>
<td>$150</td>
</tr>
<tr>
<td>Any Bus</td>
<td>$800</td>
<td>$850</td>
</tr>
</tbody>
</table>

Contracts must be sent to KASB to receive a link to choose booth space. Upon receipt of contract, KASB will send a link where exhibitor MUST go to finish booth selection and payment process. Payment may be by credit card or check. After choosing booth space online, if not paying by credit card, payment must be received within 30 days. If payment is not received by the end of 30 days KASB reserves the right to release the reserved booth space.

Please Note:

• Contracts must be emailed or postmarked by October 4, to be eligible for the early-bird rate. If payment is not received within 30 days of October 4 vendor will be charged the non-early bird booth rate.

• Vendor Cancellations: Notice must be received, in writing, no later than November 4, 2019, to receive a refund of booth fees. Cancellations received after November 4 receive a refund of 50 percent of the booth fees.
**Exhibit Space Assignments**

KASB will not be assigning booth spaces. Exhibitors will choose their own space, in real time after receipt of the Exhibit Space Contract. Booth spaces will be available on a first come, first choice basis.

*KASB reserves the right to alter locations of exhibitors and/or booths as shown on the official floor plan at its sole discretion, if deemed advisable in the best interest of the show or to separate competitors.*

**Buses/Vehicles/Large Equipment**

Bus companies may exhibit buses inside the arena. Vendors bringing in other vehicles or large wheeled equipment must purchase the appropriate number of booth spaces to house their display items.

Buses and vendors bringing in other vehicles or large wheeled equipment will be allowed into the Expo Hall on Friday, December 6, from noon-2:00 p.m. Buses will not be allowed out of the arena until after 3:00 p.m. on Saturday, December 7.

Automobiles, trucks, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the Expo Hall shall have no more than 1/4 tank or five (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. Carpeting or visqueen must be placed underneath the vehicle for any possible leakage.

**Food Samples**

Food and beverage samples must not be greater than 2 oz. and must be manufactured, processed or distributed by the exhibiting firm and must be related to participation in the event.

For public health (and common sense) reasons, restrooms, concession stands and/or facility kitchens may not be used as exhibitor clean-up areas.

**Exhibitor Check In**

All exhibitor representatives must register at the KASB exhibitor registration desk in the Expo Hall before setting up booths. Watch your email for exact location!

**Shipping/Storage Information**

Exhibitors may not ship freight to the Century II Convention Center. Exhibitors can arrange to ship and store freight with Helgerson Company. A form with additional information about shipping and storage is available on the KASB website.

**Electrical Hookups**

General electrical hookups for booths are available at Century II Convention Center. A form with additional information about electrical hookups is available on the KASB website.

**Check Out KASB’s Website**

The KASB website (www.kasb.org) offers detailed information about our services, seminars, publications and convention. Please visit our website often as new information on exhibiting may be added as the convention date approaches. If you have questions or concerns, e-mail ahartzell@kasb.org or call KASB at 785-273-3600.

**Liability and Indemnification Statement**

KASB shall not be liable for loss, damage, theft, or disappearance of vendor property at the KASB Convention. KASB shall not be liable for any loss, damage or delay due to fire, acts of God, or any other cause beyond its control.

Neither the Association nor any of its representatives will be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor’s employees, or property from any cause whatsoever prior, during, or subsequent to the Convention.

Exhibitor shall indemnify, defend and hold harmless the Kansas Association of School Boards, Inc. (KASB), its officers, directors, agents, and employees (the “indemnitees”) from and against all losses arising from the action or inaction of Exhibitor or Exhibitor’s officers, directors, agents or employees, and/or personal or bodily injury or death of persons or damage to the property of KASB to the extent caused by negligent acts, errors and/or omissions or the willful misconduct of Exhibitor or its officers, directors, agents, employees, subcontractors, licensees, or invitees; provided, however, that Exhibitor obligations shall not extend to losses solely arising from the willful misconduct or gross negligence of KASB.

**Name Badges**

KASB provides name badges for all exhibitors and exhibitor representatives attending the KASB Convention. Please order name badges at the time of booth selection. Badges will be available onsite at exhibitor registration.
KASB Food Crawl

Conference attendees will travel around the trade show floor visiting various booths with sponsored carnival food and beverage offerings. This concept will provide trade show exhibitors a unique opportunity to interact with KASB members in attendance at the Saturday trade show. KASB makes all the arrangements, you just show up and greet your guests.

Food can be ordered for the morning or afternoon break (Quantities will be greater) or the Networking Lunch. Signage will be provided.

PICK from the fun carnival food items listed below, sponsor the actual cost based on quantity you order and have it served in your booth on Saturday. The possibilities are endless. Call and let us know what you’d like to sponsor in your booth.

BENEFITS: One quarter page ad in the convention program and a promotional piece in Conference Registration Packets.

If you’d prefer - we also have the traditional sponsor options available. See page 2 for more information.

Many options to choose from!

✔ Food Items
$3.50 per person
- Chips & Queso
- Chicken on a Stick
- Chicken Tenders
- Mini Corn Dogs
- French Fries
- Mixed Fruit on a Stick
- Veggie Shooters
- Cookies
- Brownies
- Rick Krispie Treats
- Candy Bars

✔ Drinks
$3.00 per person
- Soda
- Lemonade
- Iced Tea

✔ Other options may be available on request. Just ask and we’ll see what is available! Costs may vary depending on item.
Special Thanks
to the following 2018 Conference Sponsors

**PREMIER**
- Piper Jaffray

**CENTURY**
- OFG Financial

**DECADE**
- George K. Baum
- Greenbush Purchasing Cooperative
- Kansas Turf

**FOOD CRAWL**
- Energy Solutions Professionals
- Kansas Soybean Association
- McCown Gordon Construction
- BOK Financial

**RAFFLE**
- All American Workwear School Uniforms
- Alloy Architecture
- BOK Financial
- DCS Services
- FieldTurf/Beynon Sports
- HTK Architects
- Hutton Builds
- Manning Commercial Flooring
- Playscape Recreation
- Straub Construction Co.
- Schneider Electric

See pages 2 & 5 for 2019 sponsor options!

Vendor Workshops

For our Convention, we want to include sessions that cover:
- Successful approaches you have used to address a specific problem or accomplish a goal.
- Technology issues and uses, particularly technology applications that have resulted in increased student achievement or “cost savings.”

The Convention Program Committee will favor proposals that:
- Presentation that is not a sales pitch
- Offer concrete skills or approaches board members and administrators can apply in their districts
- Include sharing of specific results: what worked, what didn’t and WHY
- Include how-tos and/or identify key results in written handouts

**SESSIONS INFORMATION**
Saturday, December 7, 2019 - Networking Lunch Break - Presentation times: 12:40-1:15 p.m.
- Rooms will have screens and electrical. Presenters are solely responsible for other a/v equipment
- Presenters are required to bring their own copies of written materials for handouts to conference participants

**COST**
Vendor presentation times are available to 2019 exhibitors at a cost of $200/first time; $50 per additional time.
Presentation times are available at $450 each for a non-exhibitor.

**BILLING/PAYMENT**
Once the vendor presentation is accepted, vendor will be billed. Full payment must be received prior to start of show.

**PLEASE NOTE**
KASB makes no guarantee as to attendance of convention attendees at a vendor workshop session.
Find forms for the 2019 Convention including the Exhibit Space Contract on the KASB website at www.kasb.org or contact KASB at ahartzell@kasb.org for more information!