



CoNVerge Conference Sponsor and Exhibitor Information

Hello Sponsors & Exhibitors,

A group of organizations including the Nevada Department of Education, Nevada System of Higher Education, University of Nevada, Reno and University of Nevada Las, Vegas have organized the 2nd Annual CoNVerge College Access for all Nevadans conference. This conference should be attended by 150 professionals throughout the state including school administrators, teachers, higher education professionals and community organizations interested in information regarding college access for Nevada students.

We are looking forward to the **2nd Annual CoNVerge Conference** scheduled from **Sunday, November 5, 2017 – Tuesday, November 7th, 2017 at the University of Nevada, Reno campus**. Education professionals from all over the state are invited to attend. I hope you will also attend the conference this year.

In order to participate as an Exhibitor/Sponsor in the **CoNVerge Conference**, you will need to complete the Exhibitor Contract/Information Form attached below or found at <http://convergenevada.com/>. This form must be completed by October 2, 2017 and emailed to Perry Fittler at pfittler@unr.edu. The next page contains specific information regarding the registration process and the Sponsor/Exhibit Package Options and Exhibit Information.

If your organization wishes to advertise in the CoNVerge conference program as part of sponsorship option, please send us your corporate logo, advertising copy, and artwork no later October 10, 2017 to Perry Fittler at pfittler@unr.edu. The required ad-copy **format is JPEG or PDF**. Vector images are preferred.

Your support is instrumental in helping Nevada students attend and succeed in college. Please feel free to contact me with questions regarding this packet. Thank you in advance for your sponsorship.

Dr. Perry Fittler
University of Nevada, Reno
Phone: (775) 784-4665
Fax #: (775) 784-1353
Email: pfittler@unr.edu

Exhibitors can register by selecting the items below. All Exhibits will be formally recognized during the Annual Conference by means of prominently displayed placards visible throughout the conference site, as well as a list in the conference registration packets.

| Conference Sponsor | Speaker Sponsor | Awards Sponsor | Exhibitor |
|---|---|--|---|
| <ul style="list-style-type: none"> • CoNVerge Conference Registration for one person • Exhibitor Table • Placard on tables at meals • Announcements of sponsorship • Full page Advertisement | <ul style="list-style-type: none"> • CoNVerge Conference Registration for one person • Exhibitor Table • Placard on tables at meals • Announcements of sponsorship • Half page Advertisement | <ul style="list-style-type: none"> • CoNVerge Conference Registration for one person • Exhibitor Table • Placard on tables at meals • Announcements of sponsorship • Quarter page Advertisement | <ul style="list-style-type: none"> • CoNVerge Conference Registration for one person • Exhibitor Table • Listing in conference program |
| \$1,000 | \$750 | \$500 | \$300 |

Please direct any questions to:

Dr. Perry Fittler
 University of Nevada, Reno
 Phone: (775) 784-4665
 Fax #: (775) 784-1353
 Email: pfittler@unr.edu

Please mail payments to Board of Regents at:

University of Nevada, Reno
 McNair Scholars Program
 C/O Perry Fittler
 1664 N. Virginia Street MS 0075
 Reno, NV 89503

Please make all payments via check payable to: **Board of Regents**. Checks must be postmarked on or before the registration deadline of October 2, 2017.

EXHIBITOR CONTRACT / INFORMATION FORM

Please fax or email completed form to:

Dr. Perry Fittler
University of Nevada, Reno
Phone: (775) 784-4665
Fax #: (775) 784-1353
Email: pfittler@unr.edu

Name of Company/Agency: _____

Contact Person/s: _____

Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____ Fax: () _____

Internet access is the responsibility of each exhibitor. If you will need internet access,
let us know.

**If requesting an advertisement, complete materials must be submitted and copy ready by
October 10, 2017**

Program ads may be JPG or PDF format. Vector images are preferred.

To submit ads and logos, please email Perry at pfittler@unr.edu

The following information is provided to ensure that 2017 CoNVerge Conference Exhibitors are aware of details of the exhibition area and can plan accordingly for a successful experience. Signed forms indicate understanding and agreement to the information provided here and throughout the packet.

1. You will be provided a 6 foot table, two side chairs and an identification sign with your organization's name.
2. Preference for exhibition space will be given to exhibitors who are sponsors. After that, it will be determined by the date your paid request is received.
3. Exhibitor's location is on the 4th floor of the Joe Crowley Student Union at the University of Nevada, Reno.
4. Security of your exhibit space and materials is your own responsibility.
5. Exhibitors check-in and set-up begins on Sunday, November 5th, 2017, 12:00 PM, and continues on Monday, morning, November 6th, 2017 from 8:00 AM. **Any space not occupied by 8:30 AM on Monday, November 6th, 2017 may be reassigned without refunding any portion of the rental fee. Exhibits must be dismantled by Tuesday, November 7th, 2017 at 4:00 PM. All related equipment, crates, trash, etc. must be removed from the premises by this time.** No responsibility is assumed for unpacked materials left in the exhibit area after the closing hour of the exhibit area.
6. All demonstrations, sales or other forms of activities must be confined to the exhibit area and are limited to conference attendees. Exhibitors shall not assign, share or sublet any space allotted without the written consent of the CoNVerge conference committee. No interference with the light, view or signs or any other object shall be placed beyond the individual exhibit areas or into the walkways.
7. Exhibitors must not injure, deface the walls or floors of the building or the items provided to the exhibitor by converge/UNR. If defacement or damage occurs, the exhibitor is liable to the owner of the property for the cleaning, repairs and /or replacement.
8. Exhibitors agree to abide by the appropriate Fire Department regulations.
9. The exhibitor agrees to hold CoNVerge/UNR harmless from any damages or charges imposed for violations of any law or ordinance and against and from all loss, cost or liability arising from or by reason of the exhibitor's occupancy and use of the exhibition premises or any part thereof. Each exhibitor acknowledges that CoNVerge/UNR is not responsible for and does not maintain insurance covering exhibitor's property or persons and that it is the sole responsibility of each exhibitor to obtain business interruption, property damage, "extra territorial," personnel and public liability insurance or to bear the risk. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor's

activities on the UNR premises and will indemnify, defend, and hold harmless UNR, their respective agents, servants, and employees from any and such losses, damages, and claims.

10. UNR will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities on the campus premises except for any claims, loss or damages arising directly from its negligence.
11. Storage space is not available for display or exhibitor materials.
12. No refunds will be given.
13. Food and beverage must be purchased through the UNR. Distribution of food and/or beverage not prepared by the UNR is prohibited.
14. No items promoting alcohol, tobacco use, or drug use may be sold. There will be no drawings or prize giveaway announcements.
15. Cash sales may be permitted in the exhibit area. Licenses to sell, payment of sales tax, and other legal business requirements must be provided to the CoNVerge committee prior to the conference and are the responsibility of the exhibitor. Purchases of goods must be furnished with a bill of sale or appropriate receipt. Receipts must be provided for mail order sales where cash deposits are required.

EXHIBITOR'S SCHEDULE

| | DAY | DATE | TIME |
|---------------------|-----------------------------|--|---|
| CHECK-IN and SET-UP | Sunday Monday | November 5, 2017 November 6, 2016 | 12:00 PM-5:00 PM 8:00 AM - 8:30 AM |
| EXHIBIT HOURS | Sunday Monday Tuesday | November 5, 2017 November 6, 2017 November 7, 2017 | 1:00 PM - 7:00 PM 8:00 AM - 5:00 PM 8:00 AM - 2:00 PM |
| BREAKDOWN | Tuesday | November 7, 2017 | 2:00 PM - 4:00 PM |

**Thank You for Your Generous Support of the
CoNVerge conference!**