



2019 Summer Summit Conference

Conference Sponsors & Exhibitors Brochure

The South Dakota Association for Lifelong Learning (SDALL) and the South Dakota Department of Labor (SDDLRL) are preparing for the Summer Summit in Sioux Fall, SD. We invite you and your company or organization to represent itself as an exhibitor.

Showcase your products and services to professional educators looking for ways to enhance their programs. As educators deal with the realities of increasing responsibilities and decreasing budgets, they are searching for systems and products that will help them do their jobs more efficiently and effectively.

Summer Summit promotes quality professional development to a wide audience, including: high school equivalency, English language, community, career, corrections, and Native American educators. In an effort to encourage attendees to visit the exhibits, conference registration, breaks and other scheduled times have been designed so participants have plenty of time to visit your exhibit.

Exhibitors must register as an exhibitor and pay exhibitor fees. Conference space is limited.

Exhibitors will be selected according to a first-come, first served basis. Exhibitor registration and fees must be received by June 14, 2019. To be an exhibitor at Summer Summit, please complete the online application form located on the SDALL website, <http://sdall.org/pd/2019ss/>

If you wish to be included in the conference program, your ad and payment must be submitted by June 14, 2019. Please read all information provided in this brochure and complete the exhibitor registration form.

Refer questions to: Kim Olson, Phone: 605.353.7175
Email: Kim.Olson@CornerstonesCareer.com

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Exhibitor registrations must be paid in full by June 14, 2019

Why Exhibit at the South Dakota Summer Summit?

- SDALL is a statewide professional development organization whose membership includes representatives from: adult education teachers and directors, career and college readiness, high school equivalency, ESL, community education and post-secondary institutions.
- Your sponsorship will allow you to connect personally with the many different professionals mentioned above.
- The Exhibitor Area is limited, which allows more opportunity for conference participants to get to know your product personally.
- The Exhibitor Area is centrally located in the reception/refreshments area and is directly outside of the primary meeting/breakout areas, which will give you the high product exposure you want.
- Summer Summit will be held at the Best Western Ramkota, located in South Dakota's largest city of Sioux Falls. Conference rates for the hotel are available for our exhibitors and we include you in many of our conference activities. Our goal is to feature you and your products throughout the conference.

REGISTRATION SUBMISSION INFORMATION

The Exhibitor Registration Form is located on the SDALL website, <http://sdall.org/pd/2019ss/> .

If paying by check, please make payable to SDALL and mail to:

Karen Hofer, Cornerstones Career Learning Center, 33 3rd St SE, Suite 202, Huron, SD 57350

Questions? We'll be happy to visit with you via telephone. Please contact President Kim Olson 605.353.7175 or Past President Becki Lemke 605.353.7193

Exhibitor registrations and fees must be received by June 14, 2019

Sponsorship & Exhibitor Opportunities

Platinum \$800

- SDALL Social and Annual Meeting Sponsor - Thursday evening at the Best Western Ramkota
 - Recognized during the conference at all general sessions
 - Option to present a breakout session-must complete Request for Proposal form listed on www.sdall.org
 - Allotted a 15 minute presentation time during the reception
 - Lunch for two representatives at the Thursday Awards Luncheon
 - “Thank You” recognition included in the Conference Program
 - Recognition included in “Check out the Exhibitors!” email distributed prior to conference
 - 1 full color page advertisement in the conference program***
 - Recognition in each Call to Conference reminder sent out leading up to the conference (beginning upon confirmation of exhibiting)
 - Up to 5 promotional materials (e.g. flyers, pamphlets, cards) to be included in conference bags
 - 1 exhibitor’s skirted table w/2 chairs

Gold \$ 600

- Conference Break
 - Recognized during the conference general sessions on the day of the sponsorship
 - Option to present a breakout session-must complete Request for Proposal form listed on <http://sdall.org/pd/2019ss/>
 - Lunch for two representatives at the Thursday Awards Luncheon
 - “Thank You” recognition included in the Conference Program
 - Recognition included in “Check out the Exhibitors!” email distributed prior to conference
 - Half page color advertisement in the conference program***
 - Recognition in each Call to Conference reminder sent out leading up to the conference (beginning upon confirmation of exhibiting)
 - Up to 2 promotional materials (e.g. flyers, pamphlets, cards) to be included in conference bags
 - 1 exhibitor’s skirted table w/2 chairs

Silver \$200

- Exhibitor
 - Lunch for two representatives at the Thursday Awards Luncheon
 - “Thank You” recognition included in the Conference Program
 - Half page color advertisement in the conference program***
 - 1 exhibitor’s skirted table w/2 chairs

Bronze - \$30 CHOOSE ONE

- Non-Publisher, Self-Employed Exhibitor Table, or
- Quarter page program promotion, or
- 1 promotion material (e.g. flyer, pamphlet, card) to be included in the conference bags
 - This option is for vendor who is unable to attend Summer Summit but want marketing material included in the participant materials at registration.

Copper - Donation

- Name listed on the Copper Donation section of the program
 - Donations included for conference attendees (100 each). Could include:
 - Neck wallet/badge holder for conference participants
 - Conference bags
 - Conference binders
 - Notebooks
 - Pens
 - Silent Auction Fundraiser Items - 100% of Proceeds go to supporting professional development scholarships for adult education instructors.

Exhibitor registrations and fees must be received by June 14, 2019

***Print ready artwork must be to Kim Olson, Kim.Olson@CornerstonesCareer.com no later than June 15, 2018, or we cannot guarantee inclusion in the program.

Exhibitor Information and Guidelines

2019 SOUTH DAKOTA SUMMER SUMMIT

July 10-12, 2019

Sioux Falls, South Dakota

EXHIBITOR INFORMATION & GUIDELINES

The guidelines listed below are to be considered part of all contracts for this training. The Program Chair reserves the right to interpret these guidelines, as well as make final decisions on all points that the guidelines do not cover.

1. **BOOTH SPACE** Each booth includes a 6' table, one white table cloth, and two chairs. No walls, partitions, decorations or any other obstructions may be erected which in any way interfere with the view of any other exhibitor.

2. **EXHIBIT HOURS** Exhibits will be open as follows:

Exhibit Set-Up: Tuesday, July 9, 2019 (4:00 pm – 5:00pm) Or Wednesday, July 10, 2019/Thursday, July 11, 2019

Vendors May Exhibit on Wednesday if they so choose but the Official Exhibit Day is Thursday, July 11, 2019 (8:00am – 5:30pm)

Exhibit Tear-Down: Decided by Vendor

3. **INSTALLATION AND DISMANTLING OF EXHIBITS** The Exhibit Area will be open for vendor set up after 3:00pm on Tuesday and on Wednesday and Thursday in the morning.

All exhibits must be dismantled by 6:00pm on Thursday. Any equipment or materials of the Exhibitor remaining past that time may be deemed abandoned and disposed of by the hotel as it deems advisable at the cost of the owner.

All booths will be assigned by the Program Chair. June 14, 2019, is the deadline for inclusion of exhibited name and information in the program. Commercial exhibitors will receive prime visual space in exhibit area.

4. **SHIPPING:** To help you with your exhibits, Best Western Plus Ramkota Hotel & Convention Center provides some added services. For information on shipping of exhibit materials and display assembly, please contact the exhibit representative (605) 336-0650.

5. **CHARACTER OF THE EXHIBIT:** Products and/or services related to the educational and professional development of our members are suitable for exhibition. The Program Chair also encourages local artist and vendor booths that showcase South Dakota talent. The Program Chair reserves the right to decline or prohibit any exhibit that, in their judgment, is not suitable to, or in keeping with, the character of the Conference.

6. DISPLAY SPACE NOT CLAIMED: BOOTHS NOT OCCUPIED BY THE OPENING OF THE EXHIBITION MAY BE CANCELLED OR REASSIGNED WITHOUT REFUND. Program Chair reserves the right to assign labor to set up any display that is not in the process of being erected at that time. The charge for this labor will be billed to the Exhibitor.

7. SUBLETTING SPACE: No Exhibitor may assign, sublet or apportion the whole or any part of the space allotted to him/her nor exhibit therein, nor permit any other person or firm to exhibit therein, any goods other than those manufactured or distributed by the Exhibitor in the regular course of its business, without written consent of the Program Chair.

8. CANVASSING, SOLICITING, EXHIBITING OR DISTRIBUTING SAMPLES: Exhibitors are confined to their own booth(s). Printed advertising is not permitted beyond the confine of the purchased booth space.

9. HOLDING HARMLESS CLAUSE: Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save its agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorneys' fees arising out of or caused by Exhibitor's installation, removal maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of Best Western Plus Ramkota Hotel & Convention Center, its employees and agents.

Best Western Plus Ramkota Hotel & Convention Center, its officials, agents or employees, shall not be liable for any loss, damage or injury to properties of any kind that are shipped or otherwise delivered to or stored in or on the premises. Properties shall not be received until Exhibitor has made proper arrangements for receiving, handling and storage of such materials.

10. CANCELLATION: Cancellation must be made in writing and is subject to a \$25 service fee. Refunds will be mailed after Summer Summit. No refunds will be applied after July 1, 2019.

11. FIRE PROTECTION, MACHINERY, FLAMMABLE LIQUIDS AND ELECTRICITY: All display materials must be fireproofed. No person shall erect an engine, motor or other machinery on the premises, or use any gas, electricity, inflammable liquid or charcoal therein, without prior written approval of Adam's Mark. All electrical work and equipment required in addition to that provided must be ordered through Best Western Plus Ramkota Hotel & Convention Center to insure that it will meet all state and local codes.

12. SECURITY AND SAFETY: South Dakota Association for Lifelong Learning, The South Dakota Department of Labor and Regulation, and their agents cannot guarantee against lost or damage of any kind. Exhibitors will provide their own insurance.

13. PROGRAM MATERIALS: All participants and Exhibitors attending the Conference will receive a program listing of all firms who are exhibiting. To be listed in the program, Exhibitors must register and materials provided by June 14, 2019.

14. LIGHT AND POWER: General house and lighting is provided for adequate illumination of exhibit area. All the electrical charges for exhibits will be charged back to the vendor. Most electrical can be handled by the Best Western Plus Ramkota Hotel & Convention Center. If the

power demands exceed what the Best Western Plus Ramkota Hotel & Convention Center is able to provide, and outside electrical company will need to be contacted. Exhibitors are asked to supply their own extension cord and power strip.

15. DELIVERY AND STORAGE: Exhibits need to be labeled with the name of the company, convention and person responsible for pick-up of exhibit. Limited storage is available. Unless a weekend, exhibits will be accepted 2 days prior to the event. Exhibits will then be accepted starting on the Thursday prior to the event. There is no loading dock available for large crates or pallets or materials. Pallets of smaller items can be unloaded and placed in storage. Your contract is not responsible for making arrangements for transportation/ pickup of exhibits following an event. This is the responsibility of each exhibitor.

16. FOOD PURVEYORS: All food purveyors cooking or warming in their booth must be equipped with a Class K (wet foam fire extinguisher). Perfect Fry and Auto Fry have been approved to use in a booth. Other small home appliances have been approved. Griddles with a drip pan will be allowed. The Best Western Plus Ramkota Hotel & Convention Center requires prior approval before the distribution of any food or drink products distributed at the show.

17. TRASH DISPOSAL: Disposal of exhibit packing material and boxes: Please break down any cardboard boxes to be discarded. Best Western Ramkota Hotel & Convention Center staff will pick up the boxes and packing materials to discard. If excessive waste, dumpster fees may apply.

18. INTERNET SERVICE: Wireless access is available in all meeting/banquet space. If hard line Internet is required, additional fees will apply. Prior arrangement for internet service is suggested.

19. TELEPHONE SERVICE: A limited number of telephone lines are available. This service needs to be confirmed with Best Western Ramkota Plus Hotel & Convention Center catering contact. Charges may apply.

20. MOTORCYCLE OR GAS OPERATED EQUIPMENT: Motorcycles and gas operated equipment shall disconnect the negative post of the battery at all times, other than move in and move out. Minimum fuel is allowed (1/2 tank or 5 gallons, whichever is less). Gas cap needs to be taped.

21. DECORATIONS: No staples, nails or tacks allowed when hanging banners, signs or attaching an item to one of the Hotel tables. No open flame candles are allowed. Candles floating in whatever and candles encased in a chimney are acceptable. All materials used for décor need to be treated with flame retardant. Flame retardant materials are approved.

22. ADDITIONAL INFORMATION: Exhibitor agrees to abide by the above terms and rules and by other reasonable rules of the conference and hotel. In the event of a dispute between the Exhibitor and the conference/hotel, provided that they do not materially alter the terms of this contract, it will be referred to the Conference Committee and their decision will be final.