

2023

SUMMER SUMMIT

JULY 26-28, 2023

EMBRACE THE
JOURNEY

Arrowwood
Resort &
Conference
Center @
Cedar Shore

Chamberlain
& Oacoma,
South
Dakota

Welcome to 2023 Summer Summit

The South Dakota Association for Lifelong Learning (SDALL) and the South Dakota Department of Labor (SDDL) are preparing for the 2023 Summer Summit in Oacoma/Chamberlain, SD. We invite you and your company or organization to participate as a vendor, presenter, and/or sponsor of activities at the South Dakota Conference.

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.

Exhibitor registration and fees must be received by June 1, 2023. Exhibitors can apply for Summer Summit by completing the online application form located on the SDALL website, <http://sdall.org/pd/23ss/>

If you wish to be included in the conference program, your ad and payment must be submitted by June 1, 2023.

Please read all information provided in this brochure and complete the exhibitor registration form.

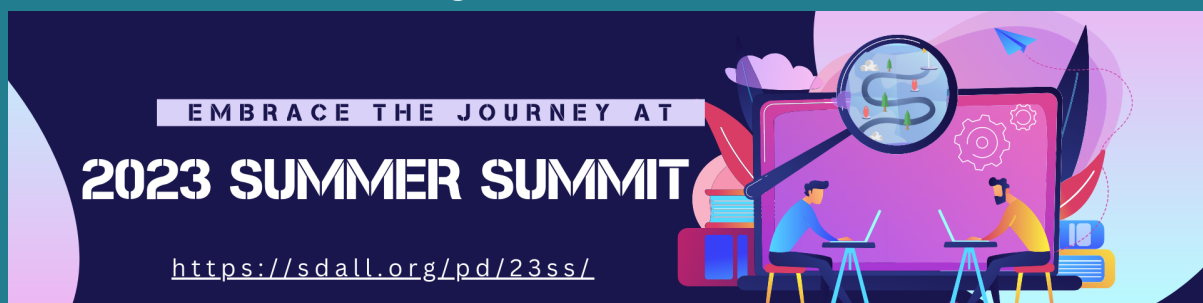
Refer questions to Kim Olson at 605.353.7175 or
Kim.Olson@CornerstonesCareer.com

Exhibitors must register as an exhibitor and pay exhibitor fees.

Conference space is limited.

Exhibitors will be selected according to when registrations are received.

Exhibitor registrations must be paid by June 1, 2023.



Why Exhibit at the 2023 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, English language acquisition, community education, corrections, tribal programs, Job Corps, and post-secondary institutions.

Your sponsorship will allow you to connect personally with the many different professionals mentioned above during the designated Vendor Day which includes extra time for attendees to visit vendors.

The exhibitor area is centrally located in a high-traffic area of the conference. This allows greater opportunities for conference participants to get to know your products personally.

Summer Summit will be held at the Arrowwood Resort & Conference Center in Oacoma/Chamberlain, South Dakota. While not always looked at as a conference destination city, Oacoma is centrally located in the state right on Interstate 90. Visitors can spend time navigating the waters of the Mighty Missouri, and walk, run, or ride on the bike paths on either side of the river. Conference attendees can spend time learning about the history and native culture of the area. Hit the river to do some fishing or the greens to play golf?

Our goal is to feature you and your products throughout the conference and to give vendors and participants the greatest opportunity to interact. For that reason, we have designated July 27, 2023, as Vendor Day and have included extra time within the schedule to allow for this.



REGISTRATION SUBMISSION INFORMATION

- The Exhibitor Registration Form is located on the SDALL website, <http://sdall.org/pd/23ss/>.
- Conference venue and hotel information is located at <http://sdall.org/pd/23ss/>
- If paying by check, please make payable to SDALL at Cornerstones Career Learning Center, 33 3rd St SE, Suite 301, Huron, SD 57350
- Questions? We'll be happy to visit with you via email or telephone. Please contact Kim Olson at 605.353.7175 or Kim.Olson@CornerstonesCareer.com
- Exhibitor registrations and fees must be received by June 1, 2023

2023 Summer Summit

Sponsorship & Exhibitor Opportunities

July 26-28, 2023



\$750
GOLD

SDALL Annual Meeting and Social
Sponsor hosted event

\$600
SILVER

Conference Break
Sponsor hosted break

\$200
BRONZE

Exhibitor

\$50
COPPER

Non-Publish Vendor and Non-Profit partners
or
Publishers or for-profit vendors unable to
attend event but want to distribute
promotional materials.

2023 Summer Summit

Descriptions of Sponsorship & Exhibitor Opportunities

REGISTER AT

[HTTP://SDALL.ORG/PD/23SS/](http://sdall.org/pd/23ss/)

GOLD LEVEL - \$750

SDALL Social and Annual Meeting Sponsor - Thursday evening at Arrowwood Resort & Conference Center at Cedar Shore or at an agreed-upon off-site venue.

This event allows the South Dakota Association for Lifelong Learning to hold an annual meeting and allow members time to network and socialize.

- Recognized during the conference at general sessions
- Option to present a breakout session—must complete Request for Proposal form at www.sdall.org/pd/23ss
- Allotted a 15-minute presentation time during the annual meeting and social
- Recognition included in the “Check out the Exhibitors!” email distributed prior to the conference
- 1 full-color page advertisement in the conference program***
- Recognition in Call to Conference reminders 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 the conference registration material
- 1 exhibitor’s skirted table w/2 chairs

SILVER LEVEL - \$600

Conference Break

- Recognized during the conference general sessions
- Option to present a breakout session—must complete Request for Proposal form listed at <http://sdall.org/pd/22ss/>
- “Thank You” recognition included in the Conference Program
- Recognition included in the “Check out the Exhibitors!” email distributed prior to the conference
- Half-page color advertisement in the conference program***
- Recognition in Call to Conference reminders 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 registration materials
- exhibitor’s skirted table w/2 chairs

BRONZE LEVEL - \$200

Exhibitor

- “Thank You” recognition included in the Conference Program
- Quarter page color advertisement in the conference program***
- 1 exhibitor’s skirted table w/2 chairs

COPPER LEVEL \$50

Non-Publisher or Non-Profit Exhibitor Table

- 1 exhibitor’s skirted table w/2 chairs

Or

Non-Attending Publisher or For-Profit Vendor

- Quarter page program promotion, or 1 promotion item (e.g. flyer, pamphlet, card) to be included in the conference attendee materials

Exhibitor Information and Guidelines

2023 Summer Summit

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 tablecloth, and two chairs. No walls, partitions, decorations, or any other obstructions may be erected that in any way interfere with the view of any other exhibitor.
- 2. EXHIBIT HOURS** Exhibitors are welcome to display during all three days of the event or just focus on July 27, 2023, Exhibitor Day.
Exhibit Set-Up Available: Tuesday, July 25, 2023 (4:00 pm – 5:00 pm) Or Wednesday, July 26, 2023 (7:00 AM)
Exhibitor Day Hours: Thursday, July 27, 2023 (8:00 am – 5:30 pm) (Long breaks held in the AM & PM that day)
Exhibit Tear-Down: Decided by Vendor
- 3. INSTALLATION AND DISMANTLING OF EXHIBITS** The Exhibit Area will be open for vendor set up after 2:00 pm on Tuesday and Wednesday and Thursday in the morning.
All exhibits must be dismantled by 12:00 pm on Friday. 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 1, 2023, is the deadline for the inclusion of exhibited names and information in the program. Commercial exhibitors will receive prime visual space in the exhibit area.
- 4. SHIPPING:** To help you with your exhibits contact the Arrowwood Resort & Conference Center to obtain the specific shipping instructions. For information on the shipping of exhibit materials and display assembly, please contact the exhibit representative Hotel:605.234.6376 or Direct: 605.234.1070.
- 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 artists 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 A REFUND.** The 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 the written consent of the Program Chair.
- 8. CANVASSING, SOLICITING, EXHIBITING, OR DISTRIBUTING SAMPLES:** Exhibitors are confined to their 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 Arrowwood Resort & Conference Center, its employees, and agents.
Arrowwood Resort & Conference 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 the Exhibitor has made proper arrangements for receiving, handling, and storing 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 June 1, 2023.
- 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 the prior written approval of Adam's Mark. All electrical work and equipment required in addition to that provided must be ordered through Arrowwood Resort & Conference Center to ensure 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 loss 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 1, 2023.
- 14. LIGHT AND POWER:** General house and lighting are provided for adequate illumination of the exhibit area. All the electrical charges for exhibits will be charged back to the vendor. Most electrical can be handled by the Arrowwood Resort & Conference Center. If the power demands exceed what the Arrowwood Resort & Conference Center is able to provide, an 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 the pick-up of the 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 Arrowwood Resort & Conference 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. Arrowwood Resort & Conference 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 spaces. 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 Arrowwood Resort & Conference 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). The gas cap needs to be taped.
- 21. DECORATIONS:** No staples, nails, or tacks are 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.