

Exhibitor Information

The Association for the Coaching and Tutoring Profession (ACTP) cordially invites you to exhibit at our 15th Annual Conference to be held March 17-20, 2018 in Orlando, FL. Come join colleagues from the tutoring and coaching professions from 100's of institutions across the globe. We are excited to offer several different packages and a la carte options to help you make the most of your ACTP conference experience and time with attendees.

CLADEA Sister Organizations

Please indicate your affiliation on the registration form. Through the CLADEA agreement, the following is available at no charge to each CLADEA organization representative. Please contact exhibitors@myatp.org :

- 1) One conference registration,
- 2) Half page black and white conference program ad, and
- 3) Exhibitor table for every day of the conference.

Sponsorships Available

Exhibitors that purchase more than \$1000 worth of sponsorship opportunities receive one free registration. Our Gold-level Sponsor(s) will receive two free registrations.

Opportunity Packages	Cost	Detail
Gold Sponsor (1)	\$2500	<ul style="list-style-type: none"> · Two free registrations · Double-Booth in Exhibitor area · Name badges · Recognition at the Event Sponsorship Opportunity of your choice · Concurrent session opportunity · Poster session opportunity · One full page color ad in conference program · Two promotional materials in conference attendee bag · Recognition in the conference program with a 50-word description of the exhibitor products and services
Silver Sponsor (2)	\$1850	<ul style="list-style-type: none"> · One free registration · Booth in Exhibitor area · Name badges · Recognition at the Event Sponsorship Opportunity of your choice (after Gold Sponsor and 1st come, 1st served) · Concurrent session opportunity

		<ul style="list-style-type: none"> · One full page black & white ad in conference program · One promotional material in conference attendee bag · Recognition in the conference program with a 50-word description of the exhibitor products and services
Bronze Sponsor (2)	\$1250	<ul style="list-style-type: none"> · Booth in Exhibitor area · Name badges · Recognition at the Event Sponsorship Opportunity of your choice (after Gold and Silver Sponsors and 1st come, 1st served) · Concurrent session opportunity · Half page black and white ad in conference program OR one promotional material in conference attendee bag · Recognition in the conference program with a 50-word description of the exhibitor products and services
Local Exhibitor	\$500	<ul style="list-style-type: none"> · Booth in Exhibitor area · Name badge (1) · One promotional material in conference attendee bag · Recognition in the conference program with a 50-word description of the exhibitor products and services
Event Sponsorship Opportunities	A la Carte	
Welcome Reception Sunday, March 17 7-9 pm	\$750	Name goes into program and name is announced with 5 minute presentation about product.
Keynote Lunch Monday, March 18	\$750	Name goes into program and name is announced with 5 minute presentation about product.
Breakfast Monday, March 18 8-9:15 am	\$750	Name goes into program and name is announced with 5 minute presentation about product.
Breakfast	\$750	Name goes into program and name is

Tuesday, March 19 8-9:15 am		announced with 5 minute presentation about product.
ACTP Hospitality Suite Monday, March 18 8-10 pm	\$750	Provides light snacks for event. Name goes into program and name is announced with 5 minute presentation about product.
Booth Opportunities		
Premier Booth	\$700	Double booth space in the exhibitor area with two 6 ft tables with table dressings, name badges, and four chairs.
Regular Booth	\$500	One booth space in the exhibitor area with one 6 ft table with table dressings, name badges, and four chairs.
Advertising Opportunities		
Conference Bag Inserts*	\$275- 1 piece \$500- 2 pieces \$200 each additional piece	Promotional materials will be inserted into the conference bags for each attendee.
Registration For Conference See webpage for registration details		
<p>*Parameters for inserts:</p> <ul style="list-style-type: none"> · Materials must arrive at the conference hotel no later than noon on Friday, March 15 · Please provide an estimated 350 copies of each piece. · If you have questions about submitting materials, please contact the conference Exhibitor Chair at exhibitors@myatp.org 		
Full page in printed program (color)**	\$300	
Full page in printed program (black & white)	\$250	
Half page in printed program (black & white)	\$250	
Quarter page in printed program (black & white)	\$150	

Listed in Guidebook	FREE	All exhibitors who purchase any exhibitor opportunity will be included in a list of exhibitors in the conference program for free.
<p>**Parameters for Ad in Conference Program</p> <ul style="list-style-type: none"> · Include sponsor's company name, a description (no more than 50 words), and vendor URL. · Camera-ready artwork to size · JPG images preferred · 300dpi/High resolution image · The ad, complete with artwork, must be e-mailed to Exhibitor Chair at exhibitors@gmail.com no later than February 1st, 2019 		

Exhibitor Schedule

Sunday, March 17, 2018

Set-Up 1:30 pm-4:30 pm
 Welcome Reception 7:00-9:00 pm

Monday, March 18, 2018

Welcome Breakfast 8:00 am- 9:15 am
 Door Prize Drawings 9:00 am
 Exhibit Hall Opens 9:15 am- 4:00 pm
 Keynote Luncheon 12:00 pm-1:30 pm

Tuesday, March 19, 2018

Breakfast 8:00 am- 9:00 am
 Exhibit Hall Opens 9:15 am-4:30 pm
 Exhibitors' Passport Prize Drawings 8:45 am
 Exhibit Hall Closes 5:00 pm
 Exhibitor Break-down 5:30 pm

Wednesday, March 20, 2018

Breakfast on Your Own 8:00- 9:15 am

Shipping, Handling, and Storage / Changes or Cancellations

- All Exhibitors are responsible for their own hotel reservations and may reserve their room by contacting the hotel directly.
- Exhibitors may also elect to ship materials to the conference hotel. Information regarding shipping and handling are outlined below.
- Please contact the hotel directly for further information beyond what is listed in this packet.
ACTP does not coordinate or manage shipping for vendor items. ACTP will not be responsible for any charges, fees, or associated costs related to the shipment and or storage of materials.

- All storage arrangements should be coordinated with the hotel directly. Please contact the conference representative for the hotel.

Inbound Shipments:

- The Rosen Plaza Hotel’s Package Room, maintained by the Bell Captain, is available for the receipt, holding, and delivery of small packages to the guests in its sleeping rooms and meeting spaces.
- All inbound packages will be weighed upon arrival and handling charges will be assessed to the guest’s room when they are delivered.
- The Package Room is not available to store exhibits, pallets, or large crates.
- All packages must be pre-approved for delivery by the Convention Services Manager.

Outbound Shipments:

- RICOH, the hotel’s on-site business center, handles all outbound shipments. Charges can be applied to the guest room or to the Master Account.

SAMPLE SHIPPING LABEL

For any shipments, you will need to provide the guest name, company/vendor name, method of shipping, tracking information, number of boxes, estimated weight, and the date of arrival.

Shipping Address: The Rosen Plaza Hotel	Cost of holding packages
9700 International Drive Orlando, FL 32819 Attn: (Name of On-Site Contact) Arrival Date	No more than 3 days before conference date <ul style="list-style-type: none"> ● Box under 50 lbs – \$10.00 per box ● Box over 50 lbs – \$10.00 for first 50 pounds plus \$.60/ea. additional pound
Phone: 407-996-9700 Fax: 407-996-9111	Storage Charges <ul style="list-style-type: none"> ● Under 3 days – Complimentary ● Over 3 days – Box \$5.00 per day ● Pallet – \$50.00 per day