



Please join us for the 2017 CASSA Conference!

The 2017 CASSA (Canadian Association of School System Administrators) Conference will be hosted in Halifax, NS July 5- 7 and will provide delegates, with three days of education and networking.

This conference will see approximately 200 school system decision makers, from publicly funded school districts, come together to connect with each other and suppliers from across the country. CASSA is the Canadian organization of school system leaders that promotes and supports quality education for the success of all students. CASSA includes school system leaders from all ten provinces and three territories.

Increase your presence and impact on the industry during the 2017 CASSA Conference! Whether you are a new company hoping to spread awareness, or an industry veteran looking to drive sales, our sponsorship packages are customized to help you achieve your goals. If you have another opportunity in mind that you don't see listed here, please reach out and we can create something for you.



Exhibiting Opportunities

Exhibitor Package Includes

- Includes one 6' black skirted table with two chairs
- One electrical outlet (120v outlet)
- Company name and 50-word product listing in the final printed program (must be received by June 5)
- Registration for one (1) company representative for Welcome Reception, breakfasts, lunches and access to all sessions
- Exhibit spaces will be assigned on a first-come, first-served basis based on preference requested.

Fee

Space \$850

Notes

Exhibit spaces will be set up in Commonwealth Ballroom, a shared space that will host the keynote presentations, breakfasts, lunches and breaks.

Spaces must be set up by **4:00pm** on Wednesday July 5, and all crates removed. Exhibits **must be staffed at all times** during the Trade Show Hours. No packing of materials or dismantling of the space will be permitted prior to closing time.

EXHIBITOR SCHEDULE*

WEDNESDAY JULY 5TH

12:00PM – 4:00PM

Exhibitor Set-up

5:00PM – 6:30PM

Reception with Exhibitors

THURSDAY JULY 6TH

8:00AM – 9:00AM

Breakfast with Exhibitors

10:15AM – 11:00AM

Break with Exhibitors

12:15PM – 1:15PM

Lunch with Exhibitors

FRIDAY JULY 7TH

7:45AM - 8:45AM

Breakfast with Exhibitors

10:00AM – 10:30AM

Break with Exhibitors

11:45AM – 12:30PM

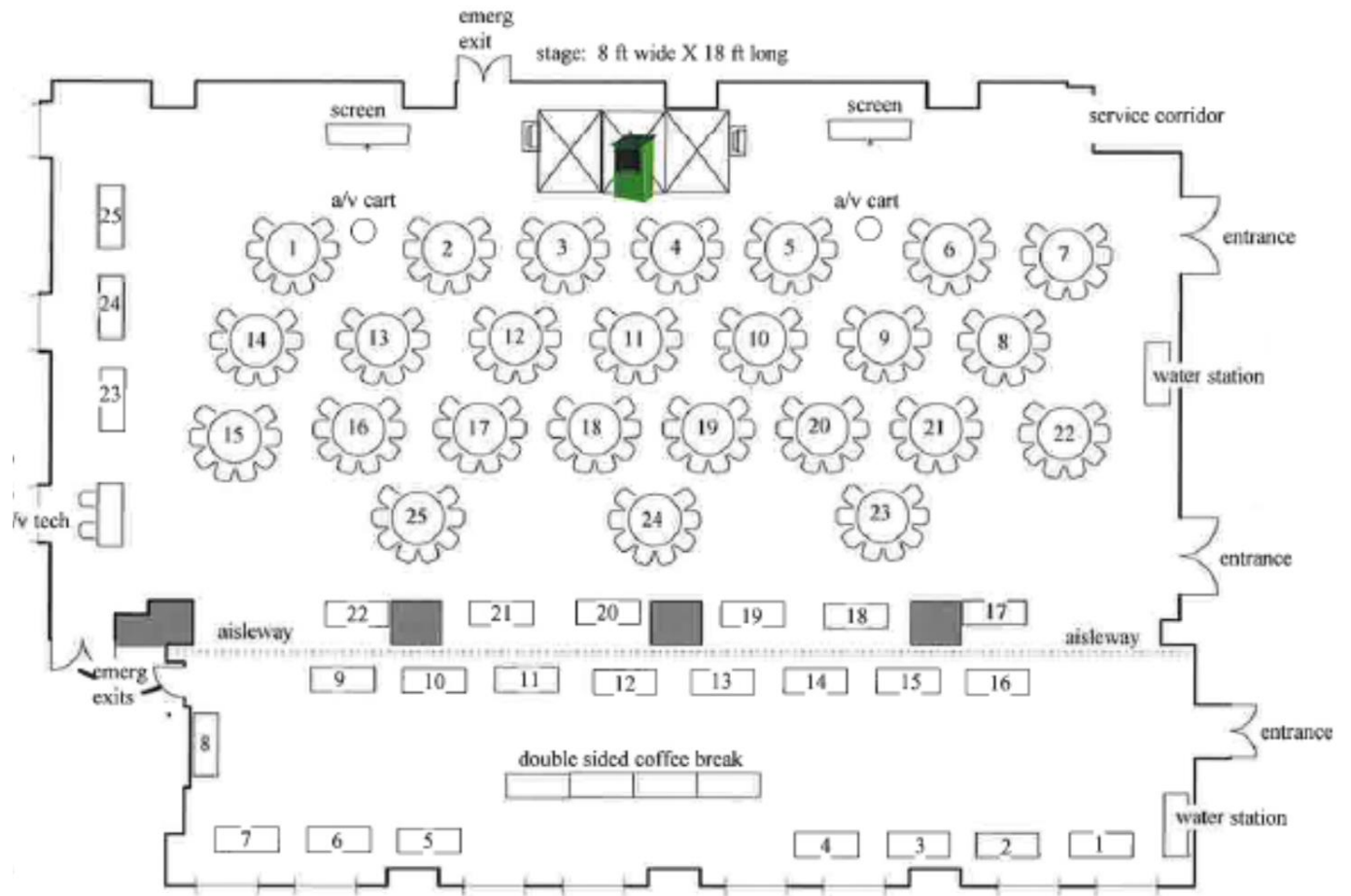
Lunch with Exhibitors

3:15PM – 4:30PM

Exhibitor Tear-Down

* hours subject to change

Floorplan





AGREEMENT

Company name: _____

Mailing address: _____

City: _____ Prov/State: _____ Postal/Zip: _____

Key contact: _____

Tel: _____ Email: _____

LEVEL	INVESTMENT	TOTAL
<input type="checkbox"/> Platinum	\$4500	
<input type="checkbox"/> Gold	\$3000	
<input type="checkbox"/> Silver	\$2000	
<input type="checkbox"/> Welcome Reception	\$3000	
<input type="checkbox"/> Pier21 Tour	\$2000	
<input type="checkbox"/> Keycards	\$1500	
<input type="checkbox"/> Lanyards	\$1000	
<input type="checkbox"/> Conference Bag Insert	\$450	
<input type="checkbox"/> Exhibit Space	\$850	
<input type="checkbox"/> Beverage Tickets	\$75/10 tickets	
	Tax (15%) charged on exhibit space only	

If you are reserving an exhibit space, please provide your preferred choice of space by #:

1st Choice 2nd Choice 3rd Choice

Payment Method

Please make cheque payable to CASSA and mail to 1123 Glenashton Drive, Oakville ON L6H 5M1.

**Please send a copy of page 5 & 6 to rachel@laineconsulting.ca. Exhibit spaces and sponsorships will be confirmed once payment is received and processed. **

Terms and Conditions

Terms - Exhibitor

EXHIBIT SPACE ALLOCATION/ ACCEPTANCE POLICIES

Exhibit space will be confirmed once the exhibit application form and payment have been received and the application has been verified. Booths will be assigned on a “first-come- first paid” basis. The required signature of an authorizing officer shall be binding on the Exhibitor and shall express acceptance of the conditions of the Exhibition. All efforts will be made to accommodate requested exhibit space locations.



PAYMENT CONDITIONS

All rates are quoted in Canadian dollars. All applications for exhibit space must be accompanied by full payment of the exhibit space. Upon acceptance and approval of application and payment for exhibit space, assignment of booth space will be confirmed in writing by CASSA.

CANCELLATION POLICY

Notice of cancellation of exhibitor agreement must be received no later than April 1, 2017 for which 50% will be refunded. There will be NO refunds for cancellations after April 1, 2016.

EXHIBIT SPACE DOES NOT INCLUDE:

Material handling and drayage costs, individual booth lighting, transportation, warehousing, brokerage services, special materials, carpet or furnishings beyond those already specified, the movement, transfer, removal storage, set-up and dismantling of customer exhibits.

Terms - Sponsor

PAYMENT CONDITIONS

All rates are quoted in Canadian dollars. A 50% deposit required upon signing of contract. Benefits will not commence until the contract and deposit is received. Balance of payment is due on or before April 1, 2016. If full amount is not received by CASSA by this date, sponsorship privileges will be revoked and the deposit will be retained by CASSA.

CANCELLATION POLICY

Sponsorships are non-cancellable and non-transferable.

PRINT

All print and online advertising benefits are based on final material supplied by the sponsor. CASSA reserves the right to determine inclusion and placement of Sponsor's name and/or logo. Sponsor to provide logo upon signing of contract in an eps file, 300 dpi or greater. Logo will be reproduced in black/white at CASSA discretion.

ATTENDEE LIST

Attendee list to include first and last name, title, company and mailing address. List to be provided to sponsors two weeks prior to the conference. CASSA will not be providing email addresses.

NAME

SIGNATURE

DATE