



Kansas Association of School Business Officials 2019 Annual Convention and Expo Taking Care of Business

VENDOR INFORMATION PACKET

Vendor Expo – April 24, 2019 - 3:00-5:30 PM
Kansas Star Event Center

Vendor Party – April 24, 2019 - 6:30-9:30 PM
Kansas Star Event Center

Kansas Star Event Center, 777 Kansas Star Drive, Mulvane, Kansas 67110

Advantages of a KASBO Annual Convention and Expo Vendor Booth Sponsorship

- One-on-one networking with over 250 Kansas Business Officials who are seeking effective and efficient solutions to issues in the following areas:

Business/Finance/Accounting	Energy	Food Services
Human Resources	Risk Management	Information Technology
Operations and Maintenance	Purchasing	Transportation
Bond Financing	Facility Improvements	
- Expo Vendors have the opportunity to:
 - Introduce the newest products and services
 - Showcase existing and valuable products and services
 - Highlight products and services that have proven their worth in other industries

Sponsorship Opportunities – Please see details on the following pages

Vendor Expo Booth	Partner Recognition	Vendor Party
Learning Session Break	KASBO Connections	Golf and/or Bowling Tournament
Convention Mobile App Sponsorship		

Carefully read this entire packet before going online to register.

Registration Deadline is March 15, 2019

Vendor Expo Booth Sponsorship Level Benefits

- Premier Partner - \$7,500, 5 Booth and 5 Party Associates (Additional Booth or Party Associates = \$150 each)
- Gold Partner - \$3,500, 3 Booth and 3 Party Associates (Additional Booth or Party Associates = \$150 each)
- Silver Partner - \$1,500, 2 Booth and 2 Party Associates (Additional Booth or Party Associates = \$150 each)
- Vendor Partner - \$700, 1 Booth Associate (Additional Booth Associates = \$150 each)
- Convention Registration for Associates = \$125 each

Booth Location Selection Process

- Determined by Sponsorship Level with Priority given in order from Premier to Vendor Partners.
- Selection within each Sponsorship Level determined by the date of registration.

Partner Recognition and Benefits

• Premier Partners

- Logo displayed on a pull-up banner at the Annual Convention and Fall Workshop and on all related publicity
- Introduction and participation in Annual Convention and Fall Workshop luncheons
- Recognition in the Annual Convention Program with a Full-Page Color Ad
- Golf Tournament or Bowling Corporate Sponsor – Includes a Golf Hole Sponsor sign and free entry of one team of four into the Golf Tournament or one team of five or six into the Bowling Tournament
- Color logo and link displayed on the KASBO website Home Page
- Logo on electronic/print communications with a monthly logo push via social media

• Gold Partners

- Free entry of one participant into the Golf or Bowling Tournament
- Recognition in the Annual Convention Program with a Half-Page Color Ad
- Color logo displayed on the KASBO website Home Page
- Logo pushed via social media on a monthly basis

• Premier, Gold, and Silver Partners

- Logo displayed on a pull-up banner at the Annual Convention registration table
- Logo electronically displayed/scrolls at all Annual Convention meals
- Excel membership mailing list of attendees provided prior to the Annual convention
- Sponsorship level designation on booth at the Vendor Expo
- Vendor name and sponsor level listed in the Annual Convention program
- Associate representation at the Vendor Party (see above)

• Vendor Partner

- Listed as a Vendor Partner in the Annual Convention program
- May send one Associate to the Vendor Party for an additional \$750 (Additional Associate attendance = \$150 each)

Vendor Party Beverage Sponsor = \$500

Learning Session Break Sponsor = \$500 (Thursday Morning, Thursday Afternoon, and/or Friday Morning)

KASBO Connections – This is a strategic alignment that requires funding in order to create greater participation in ASBO events. (Participation Levels are: \$4,000; \$3,000; \$2,000; \$1,500; \$1,000; or \$500)

Convention Mobile App Sponsor

- **In-App Vendor Profile = \$500** - Vendor name high-lighted in the list of vendors with a link to an **In-App Profile** containing the vendor website, official information, and related Vendor Supplied PDF documents
- **Rotating Vendor Banner Ads Linked to the In-App Profile = \$1,000** – Random rotating top and bottom **Banner Ads** with vendor name and link to the **In-App Profile** described above

Golf and/or Bowling Sponsorships and Entry Costs

- Golf Corporate Sponsor = \$600 (Team of 4 and Hole Sign)
- Bowling Corporate Sponsor = \$300 (Team of 5 and Golf Hole Sign)
- (One of the above is included as part of the Premier Partner Sponsorship, see above)
- Golf Hole Sign = \$100 Golf Team of 4 = \$300 Golf Individual = \$80 each
- Bowling Team of 5 or 6 = \$75 Bowling Individual = \$15 each

Golf Limited Vendor Sponsorships – Each option is only available to the first Vendor to sign up

- Beverage Cart Sponsor = \$750 Award Sponsor = \$600 Golf Cart Sponsor = \$500
- Breakfast Sponsor = \$350 Lunch Sponsor = \$500 Hole Prize Sponsor = \$300

Draft Tentative Schedule

Wednesday, April 24

- | | |
|------------------------|--|
| 8:00 a.m. – 12 noon | Golf and Bowling Tournaments |
| 1:00 p.m. – 1:30 p.m. | First Time Attendees Meeting |
| 1:30 p.m. – 3:00 p.m. | Pre-Convention Technology User Group Workshops |
| 3:00 p.m. – 5:30 p.m. | Vendor Expo |
| 6:30 p.m. – 10:00 p.m. | Vendor Party - TBD |

Thursday, April 25

- | | |
|-------------------------|--------------------------------|
| 8:00 a.m. – 10:00 a.m. | First General Session |
| 10:00 a.m. – 10:15 a.m. | Morning Break |
| 10:15 a.m. – 11:45 a.m. | General Session |
| 12 noon – 1:30 p.m. | Luncheon and Annual Meeting |
| 1:45 p.m. – 2:45 p.m. | Breakout Meetings |
| 2:45 p.m. – 3:00 p.m. | Afternoon Break |
| 3:00 p.m. – 4:00 p.m. | Breakout Meetings |
| 6:00 p.m. - | Dinner and Entertainment - TBD |

Friday, April 26

- | | |
|-------------------------|------------------------------------|
| 7:00 a.m. – 9:00 a.m. | Breakfast on your own |
| 9:00 a.m. – 10:00 a.m. | Breakout Meetings |
| 10:00 a.m. – 10:15 a.m. | Morning Break |
| 10:15 a.m. – 11:15 a.m. | Breakout Meetings |
| 11:30 p.m. – 1:30 p.m. | Luncheon and Final General Session |

Registration Procedures

1. Carefully read through this packet
2. [Click Here to register online](#)
3. Please make payment online through PayPal at the end of the registration process or mail a check to: KASBO, PO Box 8786, Topeka, KS 66608. **Registration will not be complete until payment is received.**
4. Booth placement location will be first-come, first-served basis, based first on level of sponsorship (Premier, Gold, Silver, and Partner) and then on the date and time of registration, within each sponsorship level, as shown on our website.
5. Each booth will have one, 6-foot table and two chairs, supplied by KASBO. If you would like additional, or different, furniture, please use the attached order form from Henry Helgerson Company. Additional furniture will be at your expense.
6. For questions and/or additional information please contact Dr. Rob Balsters, KASBO Executive Director at rbalsters@cox.net or 785-640-4143
7. Book your Hampton Inn hotel room at the KASBO Convention group rate – [Click Here](#)
8. **Cancellation Policy: Full refund if cancellation received on or before to April 1, 2019. No refunds given after April 1.**

THANK YOU FOR YOUR SUPPORT OF KASBO!



Conventions Trade Shows Flags & Flag Poles
 2900 S. Hydraulic Wichita, Kansas 67216
 316-943-1851 Fax 316-267-4804 Email: info@henryhelgerson.com

**RENTAL
ORDER
FORM**

Company Name _____
 Street Address _____
 City _____ State _____
 Ordered by: _____ Email: _____

Booth # _____
 Phone _____
 Zip Code _____
 P.O. # _____

Following rental prices are for the duration of the show, and include delivery and removal.

SHOW COLORS: Black & White

Description	Standard Price	Discount Price*	Qty.	Total Price	
DISPLAY TABLES-Draped 3 Sides					Color
24"W x 30"H x 4'L	\$28.00	\$25.00			
24"W x 30"H x 6'L	\$32.00	\$28.00	1	Provided by KASBO	Black
24"W x 30"H x 8'L	\$42.00	\$38.00			
30"W x 30"H x 8'L	\$42.00	\$38.00			
DISPLAY TABLES (42" Counter Height)-Draped					Color
24"W x 42"H x 4'L	\$40.00	\$35.00			
24"W x 42"H x 6'L	\$45.00	\$40.00			
24"W x 42"H x 8'L	\$50.00	\$45.00			
30"W x 42"H x 8'L	\$50.00	\$45.00			
DISPLAY TABLES-Undraped					
24"W x 30"H x 4'L	\$17.00	\$12.00			
24"W x 30"H x 6'L	\$19.00	\$14.00			
24"W x 30"H x 8'L	\$26.00	\$21.00			
30"W x 30"H x 8'L	\$27.00	\$22.00			
SPECIAL DRAPING (additional draping above contracted amount)					Color
3' high per foot	\$3.00	\$2.00			
8' high per foot	\$5.00	\$4.00			
BOOTH CARPETING					
8' x 8'	\$90.00	\$75.00			
8' x 16'	\$180.00	\$150.00			
8' x 24'	\$270.00	\$225.00			
8' x 32'	\$350.00	\$300.00			
Carpet Padding 1/2 the Price of Carpet Ordered					
Set-up Labor: (available upon request)					
Opening Day Cleaning: \$.24 x _____ sq. ft.					
EXPO FURNISHINGS					
42" High Cocktail Table	\$15.00	\$14.00			
42" High Cocktail Table with Tablecloth	\$24.50	\$23.50			
Plastic Side Chair	\$10.00	\$7.00	2	Provided by KASBO	
Padded Chair	\$18.00	\$14.00			
High Stool with Back	\$18.00	\$14.00			
Floor Easel	\$12.00	\$10.00			
Wastebasket	\$7.00	\$6.00			
TREES & PLANTS					
6' Ficus Tree	\$35.00	\$30.00			
8' Ficus Tree	\$60.00	\$55.00			
Table Top Plants	\$15.00	\$12.00			
SUB TOTAL \$ _____					
8.5% Sales Tax \$ _____					
TOTAL DUE \$ _____					

KASBO Annual Convention 2019

**Kansas Star Arena
Mulvane, Kansas**

April 24, 2019

Draping Colors:	Carpet Colors:
Black Plum	Black
Blue Red	Blue
Burgundy Silver	Gray
Green White	Green
Gold	Red

CLEANING: Includes vacuuming carpet and emptying waste baskets prior to show opening (after booth setup). Cleaning prior to opening of each day of show is also available.

***NOTE:** TO RECEIVE DISCOUNT PRICE ALL ORDERS MUST BE RECEIVED WITH PAYMENT THREE (3) WORKING DAYS PRIOR TO SHOW OPENING.

RECEIPT REQUEST _____ YES _____ NO
 If not specified, no receipt will be sent.

Payment:** Payment in full of rental charges, including applicable tax, must accompany your advanced order to qualify for the discount prices.

- Check Enclosed Discover Amex
 Credit Card Charge: Visa Mastercard

Card Number _____
 Name on Card _____
 Expiration Date _____ Security Code ()
 Signature _____

Electrical Service Request Form

Date of Function _____

Group (Meeting) Name _____

Contact _____ Phone Number (____) _____

Booth # _____

ELECTRICAL INFORMATION

<u>Item</u>	<u>Rate</u>
20 Amp 110 V. Single Outlet	_____ @ \$40.00 Ea.
20 Amp 208 V. 1 or 3 Phase	_____ @ \$55.00 Ea.
30 Amp 208 V. 1 or 3 Phase	_____ @ \$59.00 Ea.
50 Amp 208 V. 1 or 3 Phase	_____ @ \$80.00 Ea.
100 Amp 208 V. 1 or 3 Phase	_____ @ \$132.00 Ea.
100 Amp 480 V. 3 Phase	_____ @ \$132.00 Ea.
15' Extension Cord	_____ @ \$5.50 Ea.
25' Extension Cord	_____ @ \$6.50 Ea.

Description of equipment requiring electric:

