



VENDOR INFORMATION PACKET

Vendor Expo – November 11, 2020 - 3:00-5:30 PM
Manhattan Hilton Garden Inn

Vendor Party – November 11, 2020 - 6:30-9:30 PM
Flint Hills Discovery Center

Hilton Garden Inn, 410 S. 3rd Street, Manhattan, KS 66502

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
Human Resources
Operations and Maintenance
Bond Financing

Energy
Risk Management
Purchasing
Facility Improvements

Food Services
Information Technology
Transportation

- 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 October 14, 2020

Vendor Expo Booth Sponsorship Level Benefits

- Premier Partner - \$7,500, 5 Booth and 5 Party Associates, Booths are 8 ft Deep by 10 Ft Wide
- Gold Partner - \$3,500, 3 Booth and 3 Party Associates, Booths are 8 ft Deep by 10 Ft Wide
- Silver Partner - \$1,500, 2 Booth and 2 Party Associates, Booths are 8 ft Deep by 8 Ft Wide
Additional Booth or Party Associates for the above Partners = \$150 each
- Vendor Partner - \$700, 1 Booth Associate, Booths are 8 ft Deep by 8 Ft Wide
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 (8' x 10' Booth)**
 - 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 Tournament – 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 for one year
 - Logo on electronic/print communications with a monthly logo push via social media
- **Gold Partners (8' x 10' Booth)**
 - 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 (8' x 8' Booth)**
 - Logo displayed on a pull-up banner at the Annual Convention registration table
 - Logo electronically displayed/scrolling 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 (8' x 8' Booth)**
 - Listed as a Vendor Partner in the Annual Convention program
 - May send one Associate to the Vendor Party for an additional \$800 (Additional Associate attendance = \$150 each)

Vendor Party Beverage Sponsors = \$500

Learning Session Break Sponsors = \$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 International 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

Tentative Schedule

Wednesday, November 11

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. – 9:30 p.m.	Vendor Party – Flint Hills Discovery Center

Thursday, November 12

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. – 4:00 p.m.	Breakout Meetings with an Afternoon Break
6:00 p.m. -	Dinner and Entertainment – Wareham Theater

Friday, November 13

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

Registration Procedures

1. Carefully read through this packet
2. 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.
3. 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.
4. For questions and/or additional information please contact Dr. Rob Balsters, KASBO Executive Director at rbalsters@cox.net or 785-640-4143
5. The following Manhattan hotels have KASBO room blocks: Hilton Garden Inn, Fairfield Inn, Comfort Suites
6. Please make payment online with a credit card 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.
7. **Cancellation Policy: Full refund if registration cancelled on or before to October 21, 2010. No refunds given after October 21.**
8. [Click Here](#) to register online

THANK YOU FOR YOUR SUPPORT OF KASBO!