



VENDOR INFORMATION PACKET

Vendor Expo – April 22, 2020 - 3:00-5:30 PM
Manhattan Hilton Garden Inn

Vendor Party – April 22, 2020 - 6:00-9:00 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 March 13, 2020

Vendor Expo Booth Sponsorship Level Benefits

- Premier Partner - \$7,500, Booth is 8' Deep by 10' Wide, Associates Allowed - 5 per Booth & 5 at the Vendor Party
 - Gold Partner - \$3,500, Booth is 8' Deep by 10' Wide, Associates Allowed - 3 per Booth & 3 at the Vendor Party
 - Silver Partner - \$1,500, Booth is 8' Deep by 8' Wide, Associates Allowed - 2 per Booth & 2 at the Vendor Party
- Additional Associates for the Booth or Party for the above Partners = \$150 each
- Vendor Partner - \$700, Booth is 8' Deep by 8' Wide, Associates Allowed - 1 per Booth
- 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 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

- 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/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

- 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 6 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 22

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, April 23

8:00 a.m. – 10:00 a.m.	First General Session with Paul Long
10:00 a.m. – 10:15 a.m.	Morning Break
10:15 a.m. – 11:45 a.m.	Second General Session
12 noon – 1:30 p.m.	Luncheon and Annual Business Meeting
1:45 p.m. – 4:00 p.m.	Breakout Meetings with an Afternoon Break
6:00 p.m. -	Dinner and Entertainment – Wareham Opera House/Johnny Holm Band

Friday, April 24

7:00 a.m. – 9:00 a.m.	Breakfast on your own
9:00 a.m. – 10:00 a.m.	Breakout Meetings with an Afternoon Break
11:30 p.m. – 1:30 p.m.	Luncheon and Final General Session with Dale Dennis

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. Additional, or different, furniture may be ordered, at your expense, from Henry Helgerson Company using the attached order form.
4. Electrical service may be ordered, at your expense, from the Hilton using the attached order form.
5. For questions and/or additional information please contact Dr. Rob Balsters, KASBO Executive Director at rbalsters@cox.net or 785-640-4143
6. The following Manhattan hotels have KASBO room blocks: Hilton Garden Inn, Fairfield Inn, Comfort Suites
7. 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.
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					
Venue is carpeted					
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	\$18.00	\$15.00			
42" High Cocktail Table with Tablecloth	\$32.00	\$28.00			
Plastic Side Chair	\$10.00	\$7.00	2	Provided by KASBO	
Padded Chair	\$20.00	\$14.00			
High Stool with Back	\$20.00	\$14.00			
Floor Easel	\$12.00	\$10.00			
Wastebasket	\$7.00	\$6.00			
TREES & PLANTS					
Live Plants-Call for Pricing	TBD	TBD			
Ficus Tree	\$40.00	\$30.00			
Table Top Plants	\$15.00	\$12.00			
SUB TOTAL				\$ _____	
8.95% Sales Tax				\$ _____	
TOTAL DUE				\$ _____	

**KASBO Annual
Convention 2020**

**Hilton Garden Inn
Manhattan, Kansas**

April 21, 2020

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

Carpet Colors:
 Black
 Blue
 Gray
 Green
 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 _____



Manhattan Conference Center

410 South Third Street • Manhattan, KS 66502
 Phone: 785-532-9116 • Fax: 785-532-9136

Electrical Service Order Form

Name of Event/Exhibition/Show: _____ Show Dates: _____
 Group/Booth Name: _____ Booth No: _____
 Address: _____ Phone No: _____
 City: _____ State: _____ Zip Code: _____
 Ordered By: _____ Signature: _____ Date: _____

PAYMENT:

Check _____ Visa _____ MasterCard _____ American Express _____
 Card Number: _____ Expiration Date: _____
 Verification Code (3 Digit Code on Back of Card): _____
 Name: _____ Signature: _____

NOTE: Signature of requesting party on order form indicates acceptance of terms and conditions on the next page.

**RATES APPLY ONLY TO ORDERS RECEIVED AND PAID FOR IN FULL NO LATER THAN 30 DAYS
 PRIOR TO THE FIRST MOVE-IN DAY OF THE EVENT; ON-SITE ORDERS WILL NOT BE ACCEPTED.**

ALL ORDERS MUST BE FAXED OR MAILED; NO TELEPHONE ORDERS WILL BE ACCEPTED.

ELECTRICAL SERVICES:

Standard Power – Services will be delivered to exhibitor’s designated booth in the most convenient manner possible; any special placement or assistance provided by our staff is subject to additional labor charges.

QUANTITY	ONE SINGLE OUTLET	RATE	TOTALS
_____	110 Volts, 15 Amp	\$65.00	\$ _____
_____	110 Volts, 20 Amp	\$75.00	\$ _____
_____	120 Volts, 15 Amp	\$90.00	\$ _____
_____	120 Volts, 20 Amp	\$110.00	\$ _____

Rental Items – Rental items below do not include electrical services. Limited availability

QUANTITY	ITEM	RATE	TOTALS
_____	25 Foot Extension Cord	\$25.00	\$ _____
_____	50 Foot Extension Cord	\$40.00	\$ _____



Manhattan Conference Center

410 South Third Street • Manhattan, KS 66502
Phone: 785-532-9116 • Fax: 785-532-9136

Terms & Conditions

PAYMENT NOTICE:

RATES APPLY ONLY TO ORDERS RECEIVED NO LATER THAN 30 DAYS PRIOR TO THE FIRST MOVE-IN DAY OF THE EVENT. ON-SITE ORDERS WILL NOT BE ACCEPTED.

ALL ORDERS MUST BE PAID IN FULL NO LATER THAN 30 DAYS PRIOR TO THE FIRST MOVE-IN DAY OF THE EVENT. PAYMENT WITH CHECK, VISA, MASTERCARD, AND AMERICAN EXPRESS ARE ACCEPTED. ANY OTHER FORMS OF PAYMENT WILL NOT BE ACCEPTED.

CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

1. Payment in full must accompany service form to be considered.
2. All order form information must be completed in full for order to be processed. Incomplete forms may result in processing delays.
3. Sharing of electrical services is not permitted.
4. Absolutely no sharing of services.
5. Cancellations and a request for refund must be received in writing 15 days prior to the first move-in day of the event. Refunds will be forwarded by mail after being processed by proper departments.
6. All returned checks will incur a \$25.00 Returned Check Fee.

CONDITIONS FOR ELECTRICAL SERVICES:

1. Rates quoted cover delivery of service to the booth and do not include connecting equipment. Any special placement or assistance provided by our staff is subject to additional labor charges.
2. Tagging of equipment for proper voltage, phase, connection, etc. is exhibitor's responsibility.
3. Supplying of surge protectors is exhibitor's responsibility. Exhibitors should use surge protectors for any electronic equipment in their booth. There is no surge protection on electrical drops.
4. Manhattan Conference Center is not responsible for voltage or frequency variances.
5. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
6. All equipment, regardless of source of power, must comply with all Federal, state and local building and safety codes.

NOTE: All terms, conditions, and rates on this form are subject to change at any time without notice.