



**2010 COAHPERD  
Convention  
October 21-23, 2010  
Loveland, CO**



Dear Exhibitor,

The Colorado Association for Health, Physical Education, Recreation, and Dance invites you to be an exhibitor at our annual convention, October 21–23, 2010, at the Embassy Suites Loveland Hotel, Spa, and Conference Center. This event offers high attendance, quality programming, and viable marketing and promotional opportunities for your organization.

We project an attendance of over 400 leaders and educators from public, private, and state institutions, representing health, dance, and physical education, recreation, rehabilitation, fitness/wellness, athletics, and higher education. These decision-makers have the ability to recommend and purchase equipment, curriculum, and training for the programs they serve.

Booths will rent for \$250.00 (please see the exhibitor application for more information), and will include a 6' skirted table and two chairs. Electricity is available at an additional cost. Each booth package will include two exhibit passes that are valid for all sessions. Water will be made available at all times for the exhibitors and meals may be purchased separately.

Booth space is limited this year, so please respond quickly if you are interested in exhibiting with us.

Finally, we would like each exhibitor to consider donating items for door prizes. We will have a special Exhibitor Showcase Activity to spotlight our exhibitors and prizes will be awarded to participants. We appreciate your willingness to support us.

We recognize and appreciate your support and patronage and sincerely hope your path leads you to Loveland, Colorado!

Sincerely,

**Cori Martin**  
Convention Manager  
8054 County Road 30  
Heeney, CO 80498  
cmartingirl@hotmail.com

**ENCLOSURES: Exhibitor Information, Policies and Procedures, and Exhibitor Contract**

## **EXHIBITOR INFORMATION**

### **EXHIBIT SCHEDULE**

	Date	Time
Set-Up	Thursday, October 21 <sup>st</sup>	4:00 pm – 10:00 pm
	Friday, October 22 <sup>nd</sup>	6:00 am – 8:00 am
Exhibits Gala	Friday, October 22 <sup>nd</sup>	8:00 am – 5:30 pm
	Saturday, October 23 <sup>rd</sup>	7:00 am – NOON
Event	Saturday October 23 <sup>rd</sup>	7:00 am – 8:00 am
Break Down	Saturday, October 23 <sup>rd</sup>	NOON – 3:00 pm

Exhibitors will be invited to join us for a welcome social on Thursday evening.

### **SHIPPING AND STORAGE OF BOOTH MATERIALS TO EMBASSY SUITES LOVELAND:**

Embassy Suites Loveland Hotel, Spa and Conference Center  
4705 Clydesdale Parkway  
Loveland, Colorado 80538  
Hotel phone number (970)593-6200      Hotel Fax: 970-593-6202  
Attn: COAHPERD Convention  
Your Name/Company Name

\*Please Note: Materials must not arrive prior to Wednesday, October 20, 2010.

### **SHIPPING OF PROMOTIONAL MATERIALS/REGISTRATION INSERTS:**

Your paid contract must be mailed to Cori Martin as stated on the contract form.

Your materials should be shipped to:

Cori Martin  
8054 County Road 30  
Heeney, CO 80498

\*Your shipment must arrive prior to Monday, October 18 2010.

### **HOTEL INFORMATION:**

Embassy Suites Loveland Hotel, Spa and Conference Center  
4705 Clydesdale Parkway  
Loveland, Colorado 80538  
Hotel Phone Number: (970)593-6200      Hotel Fax: (970)593-6202

King Leisure Rooms (Double or Single Room Rate): \$129.95.

Room reservations can be made by calling the Hotel directly at 970-593-6200 or Embassy Suites Brand Reservations number, 1-800-EMBASSY or online at [www.embassysuites.com](http://www.embassysuites.com).

In order to receive the Group Rate, you must identify yourself as part of the COAHPERD 2010 Conference  
Deadline for hotel reservations with negotiated group rate is Monday, September 27, 2010.

### **CONTRACTS:**

Contracts are due September 15, 2010

Contracts postmarked after September 15, 2010 must include \$25 late fee.

Mail checks payable to COAHPERD-See Above



# COAHPERD Convention October 21-23, 2010 Loveland, Colorado



## EXHIBITOR CONTRACT

Company Name: \_\_\_\_\_ Web Site: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### EXHIBITOR OR CONTACT INFORMATION

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Day of Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Exhibitor Badges:** Please list exhibitors who will be attending the conference as your representative. Maximum of 2.

1. \_\_\_\_\_ 2. \_\_\_\_\_

### A. EXHIBIT BOOTH

Description	Quantity	Price	Total
1 Booth with Skirted Table + 2 Chairs		\$250.00	\$
Educational Institution Booth Fee		\$100.00	\$
Additional 6' Skirted Table		\$30.00	\$
<b>PLEASE NOTE: Please check this box if you require additional tables and or audio/visual equipment such as an electrical connection with a power strip, wireless internet, electrical &amp; wireless, you will be charged an additional fee. The additional fee is to be paid directly to the Embassy Suites. Exhibitor order form's can be found on the COAHPERD website or emailed to you directly if requested.</b>			<input type="checkbox"/>

### B. CONVENTION PROMOTION

Description	Price	Total
Brochure or Catalog Display Fee – prominently displayed throughout exhibit hall for participants to pick up	\$75.00	\$
Registration Inserts – 500 copies of your 8 ½ x 11 flyer “stuffed” in every registration bag	\$50.00	\$

**NOTE: Do not ship your materials to me! Contact me for shipping information.**

### C. DEMONSTRATION

Type of Demonstration	Length	Name of Presenter(s)
1 Booth with Skirted Table + 2 Chairs		\$250.00
Educational Institution Booth Fee		\$100.00
Additional 6' Skirted Table		\$30.00
Please check this box if you would like to make more than one demonstration (if open slots are available)?		

#### D. SCAVENGER HUNT

Details
Convention participants will visit your booth and you will sign your company name on the participation form.
Each vendor is encouraged to donate an item for the silent auction and/or a door prize for the Saturday luncheon.
Prizes will be given away and your company will be recognized during the Saturday luncheon.

#### E. DOOR PRIZE DONATIONS

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

Items Donated for Door Prizes	Monetary Value
	\$ _____
	\$ _____

**Make checks payable to COAHPERD**  
**Mail contract with Payment (Check or Money Order ONLY) to:**  
**COAHPERD Exhibits**  
**8054 County Road 30**  
**Heeny, CO 80498**

Questions? Contact Cori Martin at [cmartingirl@hotmail.com](mailto:cmartingirl@hotmail.com)



## COAHPERD Convention



# October 21-23, 2010 Loveland, Colorado

## SPONSORSHIP OPTIONS/CONTRACT

Sponsorship Options			
Event	Day/Time	Function	Total Expense
Keynote Luncheon	Friday Oct 22 11:50 – 1:00 pm	Recognition and hang banner	\$ 100.00
Awards Banquet	Friday Oct 22 5:30-8:30 pm	Recognition and hang banner	\$ 100.00
Registration booth	Friday & Saturday	Hang banner at registration booth (2 spots available)	\$ 200.00
Convention Program	Thursday Friday Saturday	Advertise in the convention program*	\$150 full page \$100 half page \$50 quarter page
Educational Sessions	Friday & Saturday	Name and logo placed outside meeting rooms (“This session sponsored by ...”)	\$100/day/room

**PLEASE NOTE: ALL ADS MUST BE SUBMITTED BY SEPTEMBER 15 IN A .PDF OR JPG FORMAT**

**AD SIZES:**    **A. ¼ Page: 4” X 5”**  
                   **B. ½ Page: Horizontal 7½” X 5” OR Vertical 4” X 10”**  
                   **C. Full Page: 7½” X 10”**

Sponsorship Benefits					
SPONSOR LEVEL	CONVENTION SIGNAGE	CONVENTION EVENT	CONVENTION PROGRAM	COAHPERD WEBSITE	EXHIBIT BOOTH
<b>Bronze Medal \$400</b>	Name on Exhibit Hall Poster	Recognition at a convention meal.	¼ page	Listing	Free
<b>Silver Medal \$600</b>	Name on Exhibit Hall Poster	Recognition at a convention meal.	½ page	1-month web link	Free
<b>Gold Medal \$800</b>	Name on Exhibit Hall Poster, Banner Hung at Banquet	Recognition at a convention meal, 3 meals included for 1 person	½ page	6-month web link	Free
<b>Platinum Star \$1000</b>	Name on Exhibit Hall Poster, Banner Hung at Banquet & Registration Booth	3 meals included for up to 2 people	Full page	12-month web link	Free

## SPONSORSHIP CONTRACT

Company Name: \_\_\_\_\_ Web Site: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

Our company would like to be a sponsor for the 2010 COAHPERD Convention.

Please select the event(s) you would like to sponsor and state how much you would like to fund.

Check all that apply	SPONSORSHIP	TOTAL EXPENSE	COST
<input type="checkbox"/>	Platinum Star		\$ 1,000.00
<input type="checkbox"/>	Gold Medal		\$ 800.00
<input type="checkbox"/>	Silver Medal		\$ 600.00
<input type="checkbox"/>	Bronze Medal		\$ 400.00
<input type="checkbox"/>	Advertise in the convention program (All ads must be submitted by September 15 in a pdf or jpg format)		\$150 Full Page _____ \$100 ½ Page _____ \$50 ¼ Page _____
<input type="checkbox"/>	Recognition and banner at keynote luncheon		\$ 100.00
<input type="checkbox"/>	Recognition and banner at awards dinner		\$ 100.00
<input type="checkbox"/>	Hang banner at registration table (both days)		\$ 200.00
<input type="checkbox"/>	Name and logo placed outside meeting rooms		\$ 100/day/room
	<b>ADDITIONAL SPONSORSHIP OPPORTUNITIES</b>	<b>TOTAL EXPENSE</b>	<b>VENDOR COMMITMENT</b>
<input type="checkbox"/>	Wake-Up with the Exhibitors Breakfast	\$2,500	\$
<input type="checkbox"/>	Past President's Reception	\$1,000	\$
<input type="checkbox"/>	Convention Product: Presenter Gift Bags	\$500	\$
<input type="checkbox"/>	Convention Product: Name Badges	\$400	\$

**TOTAL SPONSORSHIP COMMITMENT \$** \_\_\_\_\_

PLEASE NOTE: Once your sponsorship check has been received, the Convention Manager will contact you to finalize your benefits package.

**Make checks payable to COAHPERD**  
**Mail Contract with Payment (check or money order ONLY) to:**  
**COAHPERD Sponsorship**  
**8054 County Road 30**  
 Heeney, CO 80498

**Questions? Contact Cori Martin at [cmartingirl@hotmail.com](mailto:cmartingirl@hotmail.com)**

# EXHIBITOR POLICIES AND REGULATIONS

1. **CONTRACT FOR SPACE**--This application for space and formal notice of assignment by the District and the full payment of rental charges, constitute a contract for the right to use the space. In the event of fire, strikes, or other uncontrollable circumstances rendering the exhibit area unfit or unavailable for use, or causing the exhibit to be cancelled ten days or more prior to the opening date of such contract, this contract will not be binding and payments on account of exhibit rental will be refunded. If such event should occur within ten days prior to the opening date of such exhibit, 50% of the money paid for rental will be refunded. All measurements, as shown on the diagram, have been made accurately, but the management reserves the right to make such modifications as may be necessary, making equitable adjustment with the exhibitor affected.
2. **PAYMENTS FOR SPACE**--Applications must be accompanied by a full payment check made payable to the Exhibits Manager or CDAAHPERD. If space is cancelled by applicant after twenty days from date of assignment, the deposit is not refundable.
3. **INSTALLATION AND DISMANTLING**--Any space not claimed and occupied may be reassigned, without refund of rental paid. The exhibitor expressly agrees not to dismantle their exhibit or do any packing before the final closing hour of the exhibit. Goods must be carted and packed for shipment by the exhibitor immediately following the close of exhibits.
4. **LIABILITY AND INSURANCE**--The District, the facility management or any officers of staff members, will not be responsible for the safety of the property of the exhibitors from theft, damage by fire, accident, or other causes, but will use reasonable care to protect the exhibitors from such loss and will either have security on duty or all rooms locked during all periods when the exhibit hall is not operating. No responsibility is assumed for goods delivered to the exhibit hall or for unpacked materials left in the exhibit hall after the closing hour of the exhibit. Exhibitors wishing to insure their goods must do so at their own expense.
5. **USE OF SPACE**--All demonstrations, or other sales activities, must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet, or share the space allotted without the knowledge and consent of the Exhibits Manager. If a booth is occupied by more than one exhibit, an additional rental charge of \$\_\_\_\_\_ (amount to be determined by Executive Board) is made. No exhibitor is permitted to show goods other than those manufactured or dealt with by them in the regular course of business. Displays shall not be placed in such a manner as to interfere with other exhibits. Nothing shall be displayed at a height above the top of the booth back wall. Flood lights or spot lights may be installed only after approval of location.
6. **NOISE-MAKING EXHIBITS**--Exhibits which include the operation of musical instruments, radios, talking motion picture equipment, public address systems, or any noise-making machines must be conducted or arranged so that the noise resulting from the demonstrations will not annoy or disturb adjacent exhibitors and their patrons. Operators of noise-making exhibits must secure approval of operating methods before exhibit opens.
7. **MOTION PICTURE PROJECTION/COMPUTER PROJECTION SYSTEMS**--As agreed by the Associated Exhibitors, the showing of motion pictures will not be allowed in booth space.
8. **FIRE PROTECTION**--Flammable booth decorations must be flame-proofed. All hangings must clear the floor. Electrical wiring must conform with National Electrical Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of their exhibits as may be irregular. Exhibitors must comply with all city fire regulations. Exhibitors will furnish all equipment for booth including electric cords from outlets.
9. **CIRCULARIZATION AND SOLICITATION**--Distribution of circulars or promotion material may be made only within the booth assigned to the exhibitor presenting such material. No firm or organization not assigned space in the exhibit will be permitted to solicit business within the exhibit area.
10. **RESTRICTIONS IN OPERATION OF EXHIBITS**--The management reserves the right to restrict exhibits which, because of noise, method of operation, materials or any reason, become objectionable, and also to prohibit or evict any exhibit which in the opinion of the management may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character, which the management determines is objectionable to the exhibit. In the event of such restriction or eviction, the District is not liable for any refunds of rentals or other exhibit expense.
11. **CARE OF BUILDING AND EQUIPMENT**--Exhibitors, or their agents, shall not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

THESE REGULATIONS become a part of the contract between the exhibitor and the District. They have been formulated for the best interests of the exhibitors. The management respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the management.