

**JOIN US for the COABE National Conference
at the Sheraton Phoenix**

COABE

COALITION ON ADULT BASIC EDUCATION

**EXPANDING YOUR HORIZONS
AND SOARING TO NEW HEIGHTS**

March 25-28, 2018 at the Sheraton
Phoenix Downtown Hotel



Find more details at www.coabe.org
888-44-COABE (888-442-6223) info@coabe.org



COABE

COALITION ON ADULT BASIC EDUCATION



'Empowering Learners for Life'

ARIZONA ASSOCIATION FOR LIFELONG LEARNING

Exhibit Dates: March 25-28, 2018

Sheraton Grand Phoenix Hotel
340 N 3rd Street, Phoenix, Arizona 85004
1.866.837.4213

COABE 2018 Conference

Exhibit Dates 3/25– 3/28

**Hotel Reservations:
Sheraton Grand
Phoenix Hotel**

**Exhibitor Registration:
www.coabe.org
or call 888-442-6223**

**Conference Website:
COABE.org**

Dear Exhibitor,

The **Coalition on Adult Basic Education (COABE)** and **Arizona Association for Lifelong Learning** invite you to exhibit at the premier adult education event for 2018: **The COABE 2018 National Adult Education Conference, March 25–March 28**. This conference will bring together adult educators, literacy professionals, and directors from throughout the United States.

This is a great opportunity for you to participate in a sizable conference drawing national participation. This year's conference will offer over 370+ topical conference and pre-conference workshops, and we expect approximately 2,000 registrants from around the country.

The conference will take place at the Sheraton Grand Phoenix Hotel. Exhibitor booths will be located in the Phoenix Convention Center.

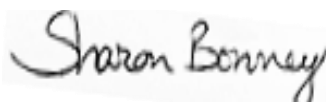
The conference committee is dedicated to making the exhibit area a focal point of the conference. There will be a **Grand Opening of Exhibits** on Monday, March 26th, following the opening general session & awards. Monday, Tuesday, and Wednesday the exhibit area will be teeming with visitors during the morning and afternoon snack breaks. Door prize drawings will occur throughout exhibitor hours to draw participants into the exhibit area.

The Exhibitor Prospectus contains the following:

- Overview of the Exhibitor Prospectus
- Exhibitor Guidelines
- Exhibitor Contract & Exhibitor Registration Form
- Sponsoring Levels
- Ad Space in the Program

We are looking forward to making this a profitable experience for you. If we can be of any assistance, do not hesitate to contact us. Your support for this conference is greatly appreciated!

Sincerely,



Sharon Bonney
Executive Director



COABE / AZ-ALL Conference Exhibitor

Meet with people who buy and use your products and services. Position your company or organization as a leading provider of adult education and literacy resources by participating in this conference jointly sponsored by the Coalition on Adult Basic Education and the Arizona Association for Lifelong Learning.

EXHIBITION SPACE

Exhibits will be conducted in the Phoenix Convention Center. Booth and aisles are carpeted.

Exhibit Hall Hours

Sunday, March 25, 2018

12:00 p.m. – 6:00 p.m. Set up

Monday, March 26, 2018

9:45 a.m. Exhibits Open
5:00 p.m. Exhibits Close

Tuesday, March 27, 2018

8:00 a.m. Exhibits Open
5:00 p.m. Exhibits Close

Wednesday, March 28, 2018

8:00 a.m. Exhibits Open
2:00 p.m. Exhibits Close/ Tear Down

Space and Rates

\$ 985 for booth, additional booths are \$950 each
Price for single or multiple booths increases \$100 per booth after February 14, 2018 (depending on availability) .

Each vendor area consists of:

- ◆ One (1) 6' X 30" skirted table
- ◆ One (1) waste basket, two (2) chairs
- ◆ 7" x 44" identification sign
- ◆ One (1) 8' high blue and flax back drape
- ◆ One (1) 36" high blue side dividers
- ◆ Two free conference registrations per booth
- ◆ Complimentary refreshments in exhibition area
- ◆ Additional registrations are \$100 per registrant

*Please contact Michelle Chiles, Office Manager, with questions:
(888) 442-6223 or exhibits@coabe.org*

EXHIBITOR MOVE-OUT

Wednesday March 28, 2018 2:00 PM - 6:00 PM

We will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Wednesday, March 28, 2018 at 6:00 p.m. Any equipment or materials of the exhibitor remaining past that time may be considered abandoned and disposed of as is deemed advisable. Any costs will be incurred by the exhibitor.

To ensure all exhibitor materials are removed from the exhibit facility by the exhibitor move-out deadline, please have all carriers check-in by Wednesday, March 28, 2018 at 4:00 p.m.

POST SHOW PAPERWORK AND LABELS

Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

ELECTRIC AND AUDIO VISUAL

You can find the order form on our website at: <http://www.coabe.org/conference-2018> (after July 1, 2017).

INTERNET

Wifi will be available in the exhibitor hall.

CANCELLATION POLICY

All requests for refunds must be received in writing by the COABE manager no later than February 14, 2018. No refunds for exhibitor space will be issued after this date. A \$75 cancellation fee will apply.

COABE / AZ-ALL Conference Exhibitor

BOOTH

Each 10' x 10' booth will be set with 8' high blue and flax back drape, 36" high blue side dividers, one 6' x 30" blue skirted table, two chairs, one wastebasket, and a 7" x 44" identification sign.

All tables will be assigned by the Exhibits Chair with priority given first to vendors providing sponsorship and/or VIP vendor status sponsoring activities then based upon the chronological receipt of registration. **Register early!**

EXHIBITOR REGISTRATION

All exhibitors must be registered. Properly completing the Exhibitor Contract including the names of individual representatives and paying applicable fees will constitute conference registration. To change the name of a representative email officemanager@coabe.org. Exhibitors are required to sign-in at the Exhibitor Registration at the conference center.

CHARACTER OF EXHIBITS

Products and/or services related to the educational and professional development of our members are suitable for exhibition. The Exhibits and Conference Chairs reserve the right to decline or prohibit any exhibit that, in their judgment, is not suitable to, or in keeping with, the character of the conference.

These guidelines are to be considered as part of the Exhibitor Contract. The Conference Exhibits Chair reserves the right to interpret them, as well as make final decisions on all points which guidelines do not cover.

SHIPPING INFORMATION

More information will be coming soon. Check our website after July 1, 2017 for more details.

<http://www.coabe.org/conference-2018>

COABE / AZ-ALL Conference Exhibitor

- 1. DISPLAY SPACE NOT CLAIMED:** Booths not occupied by the opening of the exhibition may be cancelled or reassigned without refund. The Exhibits Chair reserves the right to assign labor to set up any display that is not in the process of being erected at that time. The charge for the labor will be billed to the Exhibitor.
 - 2. SUBLETTING SPACE:** No Exhibitor may assign, sublet, or apportion the whole or any part of the space allotted to him/her nor exhibit therein, nor permit any other person or firm to exhibit therein, any goods other than those manufactured or distributed by the Exhibitor in the regular course of its business, without written consent of the Exhibits Chair.
 - 3. CANVASSING, SOLICITING, EXHIBITING, OR DISTRIBUTING SAMPLES:** Exhibitors are confined to their own booth space. Printed advertising is not permitted beyond the confines of the purchased booth space. Order taking and direct sales by Exhibitors are permitted. Firms that choose to sell merchandise at the COABE 2018 National Conference assume full responsibility in securing a vendor license and collecting applicable taxes.
 - 4. HOLD HARMLESS CLAUSE:** Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save its agents harmless against all claims, losses, and damages to persons or property, governmental charges of fines and attorneys' fees arising out of or caused by Exhibitors' installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Convention Center, its employees and agents, and the Coalition on Adult Basic Education (COABE).
- The Exhibitor understands that neither COABE nor the Convention Center parties maintain insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.
- 5. SECURITY:** The Convention Center is not accessible to attendees outside of the conference hours. The Convention Center staff will close and lock off the building following the close of the conference each day after attendees have left. However, COABE and their agents cannot accept responsibility for protection of exhibitors' materials and displays. Exhibitors are expected to carry all risk insurance on their exhibits, utilize lock boxes, and/or arrange for their own security in their booths, as appropriate, at their own expense.
 - 6. FIRE PROTECTION, MACHINERY, FLAMMABLE LIQUIDS AND ELECTRICITY:** All display materials must be fire-proofed. No person shall erect an engine, motor, or other machinery on the premises, or use any gas, electricity, flammable liquid, or charcoal therein, without prior written approval of the Convention Center. All electrical work and equipment required in addition to that provided must be ordered through the Convention Center to ensure that it will meet all state and local codes.
 - 7. LIGHT AND POWER:** General house lighting is provided for adequate illumination of the exhibit area. All electrical work and equipment required in addition to that provided must be ordered through the Convention Center to ensure that it will meet all state and local codes.
 - 8. ADDITIONAL INFORMATION:** The Exhibitor agrees to abide by the above terms and by any other reasonable rules of the conference and hotel. Disputes arising between the Exhibitor and the conference/hotel, provided that they do not materially alter their terms of this contract, will be referred to the Conference Committee and their decision will be final.



Ad Space for Conference Program

Black & White Ads

Full Page Ad (black & white)	\$ 600.00
Half Page Ad (black & white)	\$ 300.00
Quarter Page Ad (black & white)	\$ 150.00

Color Ads

Premier Ad outside Ballroom (color)	\$2,000.00
Premier Ad in the Main Halls (color)	\$1,000.00
Full Page Ad (color)	\$ 800.00
Half Page Ad (color)	\$ 500.00
Quarter Page Ad (color)	\$ 250.00

Complimentary ad space will be provided for most sponsorships.

See Sponsorship Levels for details.

Contact coordinator@coabe.org for ad specs.

**Please make checks payable to
COABE 2018 Conference**

Mail Check to:

**Attn: COABE Conference
PO Box 620
Syracuse, NY 13206**

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