

COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

2017 O Street, Sacramento, CA 95811

(916) 444-8641

(916) 444-2954 fax

Website: www.ccleague.org

CCLC Annual Convention *Uniquely Yours* **Exhibitor & Sponsorship Opportunities**

The Community College League of California's (League) [2023 Annual Convention](#) offers a great opportunity to exhibit your products and services while gaining brand recognition through advertising and sponsorships. The Annual Convention has proven to be a highly effective way to reach the decision-makers within California's 116 community colleges. More than 500 community college CEOs, trustees, administrators, faculty, staff, and students throughout the state attend this premier event. This year's Annual Convention will be held November 16-18 at the [Renaissance Esmeralda, Indian Wells](#). This brochure will assist you in making the best advertising and sponsorship selection. All opportunities are on a first-come, first-served basis, so we encourage you to make reservations as soon as possible!

EXHIBIT BOOTH PRICING

First-come, first-served availability!

- \$3,000 General
- \$2,000 College/District/Affiliate Organization

All booth registrations include:

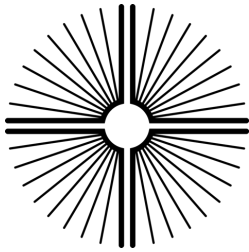
- One 8' x 10' booth space
- Draped table and two chairs
- Listing in Annual Convention mobile app and signage
- One full Annual Convention registration
 - (Additional registrations are available for additional cost)
- Full attendee list
- Internet service is provided event-wide

Optional Fees:

- The exhibition company will provide order forms and or an online order portal for optional services (electricity, A/V, furniture, floral, shipping, drayage, etc.)

Other Notes:

- Internet will be made available to all exhibitors and attendees free of charge. Be sure to come with your own internet connectivity if you are worried about broadband capacity issues.
- Note that the exhibitor ballroom is carpeted.



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EXHIBITOR/EDUCATIONAL SHOWCASE SCHEDULE

(Schedule subject to change)

Thursday, November 16

10:00 a.m. – 1:00 p.m.....Exhibitor Move-In
2:45 p.m. – 4:00 p.m.....Sneak Peek & Coffee
5:30 p.m. – 7:00 p.m.....Opening Reception

Friday, November 17

7:30 a.m. – 8:30 a.m.....Exhibits Open with Light Breakfast
10:45 a.m. – 11:00 a.m.....Coffee Break in Exhibit Hall
12:00 p.m. – 12:30 p.m.....Showcase Closing and Prize Drawings
12:30 p.m. – 4:00 p.m.....Exhibitor Move-Out

SPONSORSHIP OPPORTUNITIES

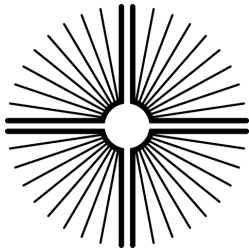
Businesses and organizations that sponsor Annual Convention activities benefit from brand recognition and involvement in an event that, through its impact on hundreds of community college leaders, affects more than two million students. Our partners and sponsors are essential to further the work of educating California’s current and future workforce. The deadline to register as a sponsor is Friday, September 29. Sponsorship opportunities are limited and will be allotted on a first-come, first-served basis. No refunds will be issued for sponsor cancellations. To inquire about sponsorship opportunities, please contact Sadie Brown at sadie@ccleague.org.

[CLICK HERE](#) to Register Your Sponsorship Commitment!

Gala Reception - \$5,500

co-sponsorship limited to 2

- Personal recognition at the reception and opportunity to introduce firm (30 seconds max per sponsor)
- Two full Annual Convention registrations
- Logo visibility and signage at reception
- Listing among event sponsors and exhibitors in mobile application
- Listing on event webpage
- Listing in event emails



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- List of attendees

Reception - \$3,500

limited to 2 per reception

- Personal recognition at the reception and opportunity to introduce firm (30 seconds max per sponsor)
- One full Annual Convention registration
- Logo visibility and signage at reception
- Listing among event sponsors and exhibitors in mobile application
- Listing on event webpage
- Listing in event emails
- List of attendees

Coffee Break - \$2,500

limited to 1 per break

- Logo visibility and signage at coffee break
- Listing among event sponsors and exhibitors in mobile application
- Listing on event webpage
- Listing in event emails
- Ability to add coffee cup sleeves with logo for additional cost

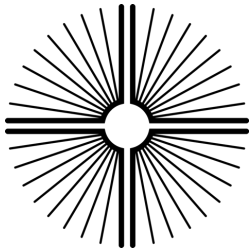
Badge Sponsorship - \$1,500

limited to 2 per event

- Logo added to attendee name badges (front and back)
- Listing among event sponsors and exhibitors in mobile application
- Listing on event webpage
- Listing in event emails

One-Page Flyer Placement - \$500

- One full-page flyer placed on information table in high trafficked area
- Listing among event sponsors and exhibitors in mobile application



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HOW TO RESERVE EXHIBIT SPACE

The link to the reservation form will be made available in July. Reservations for exhibit space cannot be accepted over the telephone or via fax. The League cannot guarantee that space will still be available on the deadline; however, every attempt will be made to accommodate your reservation. Exhibit booths will be pre-assigned by League staff. Deadline for submission of your reservations form and payment is Friday, September 29.

CONVENTION MOBILE APP

During the Convention, attendees will use the mobile device app to locate your exhibitor profile and booth location. The exhibitor profile includes contact information, company description, and website link. The mobile app is a powerful tool offering attendees instant access to speaker information, educational sessions, conference schedule, and maps for easily locating session rooms and exhibit booths. On average, more than two-thirds of attendees download the app!

EXHIBITOR BINGO

Attendees will be given a bingo card at check in to encourage them to visit each vendor in the exhibit hall. Please ensure that attendees engage with you before stamping their card! Attendees will be encouraged to turn in their completed bingo cards for a raffle drawing on Friday, November 17 at 12:30 p.m.

PRIZES & DRAWINGS

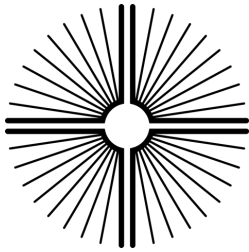
To maximize exposure, times have been scheduled to conduct vendor prize drawings. Vendors are encouraged to contribute prizes that will be awarded to raffle winners during the drawing to be held on Friday, November 17 at 12:30 p.m. Exhibitors will submit their prizes to League staff the on Friday morning.

REMOVAL OF EXHIBITS

Exhibits may NOT be dismantled before the official closing time of the Educational Showcase on Friday, November 17 at 12:30 p.m. without prior approval of the League.

UTILITIES

Exhibitors may order electricity, A/V equipment and other services through the exhibition company at the exhibitor's expense. Exhibitors will receive a services packet for online ordering directly from the decorator. Internet will be available to all exhibitors and attendees free of charge. Be sure to come with your own internet connectivity if you are worried about broadband capacity issues.



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CANCELLATIONS

In the event an exhibitor finds it necessary to cancel their exhibit space reservation, written notice must be received by the League prior to Friday, September 29 to receive a full refund. No refunds will be made for a cancellation made after Friday, September 29. Telephone cancellations will not be accepted. Contact Sadie Brown at sadie@ccleague.org for cancellation requests.

TERMS & CONDITIONS

Decorations

All decorative material must be flameproof.

Noise

Loud noises such as bells, sirens, buzzers, etc., are not permitted in order to maintain a professional atmosphere.

Shipping

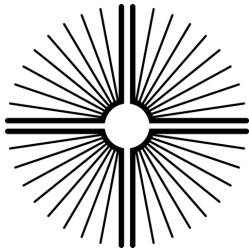
The League has contracted with an exhibition company to coordinate shipping. Exhibitors will be responsible for coordinating their own shipping arrangements prior to and following the event. Shipping information and guidelines will be included in the Exhibitor Services Kit that will be e-mailed to all exhibitors. All shipments **MUST** be shipped directly to the exhibition company by the deadline date and any materials shipped directly to the hotel are the sole responsibility of the vendor. Hotel and League staff will not be available to locate shipment(s).

Hand Carry

If an Exhibitor can carry the full contents of his/her booth materials in one trip by one person without the use of a handtruck, dolly, or wheels, he/she is free to hand carry the items in (up to 40 lbs), at No Charge. The loading dock is under Union Jurisdiction, and Exhibitors will be required to self-park and then bring in their materials through the main entrance of the Exhibit Hall. Multiple trips by multiple people are not permitted.

Unloading Service by Weight

If the full contents of an Exhibitor's booth materials **EXCEED** the Hand Carry option (40 lbs), the Exhibitor's full contents must be weighed in at the loading dock. The Exhibitor will be charged prior to unloading for on-site freight service according to the published rated based on 100 lbs.



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with a 200 lb. minimum charge for standard services. A Personally Owned Vehicle (POV) rate is available to order directly through the exhibition company.

Laws & Regulations

Exhibitor is charged with the knowledge of all local laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in this event. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.

Liability

It is mutually agreed that the League and the hotel shall not be liable to an exhibitor for any damage to or for the loss or destruction of an exhibit, or the property of an exhibitor, or injuries to his/her person resulting from any cause. The exhibitor expressly waives all claims for such loss, damage or injury. Exhibitors shall provide their own insurance coverage for loss or damage as needed.

Restrictions

Exhibitors may not assign or sublet any space allotted to them, and may not advertise or display goods other than those manufactured, distributed or sold by them in the regular course of business. Promotional activity is limited to the confines of space assigned by the League. "Working" the aisles, general areas or spaces assigned to others is prohibited. The League's exhibit hall is for educational and informational purposes only. Exhibitors may not make sales or take orders in the exhibit area or other event facilities.

QUESTIONS? CONTACT US

Lisa Mealoy

Chief Operating Officer

lmealoy@ccleague.org

Sadie Brown

Events & Sponsors Associate

sadie@ccleague.org