

**Chamber of Commerce
Executives of Kansas**

KEDA

Kansas Economic Development Alliance

2019 Conference Sponsorship Opportunities

**November 4-5, 2019
Capitol Plaza Hotel
Topeka, KS**

CCEKS Contact Information:
Ruth Littlefield
CCEKS Association Manager
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(918) 630-6049
www.cceks.org

KEDA Contact Information:
Mary Perez
KEDA Administrative Coordinator
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(785) 296-4225
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Who We Are

The Chamber of Commerce Executives of Kansas (CCEKS) and the Kansas Economic Development Alliance (KEDA) are joining together in 2019 to plan and execute a joint annual conference that will unite community and economic development leaders from the State of Kansas.

The Chamber of Commerce Executives of Kansas (CCEKS) was established in 1968 to unite chamber of commerce professionals in the State of Kansas through professional and personal development. Today, CCEKS continues to focus on education for chambers, their staff, and volunteers, and to build high quality executives that can lead and make positive impacts on their community.

The Kansas Economic Development Alliance is an organization of professional and volunteers involved in economic growth and development. The organization was established in 1980 to address two items, continuing education and legislative advocacy. The membership base of KEDA is attracted from around the state, representing both metropolitan and rural areas alike. Such diverse backgrounds result in economic development solutions that work.

Reach the Decision Makers

Don't miss the chance at this joint conference to reach approximately 150 community and economic development CEOs and staff from across the state.

The CCEKS/KEDA Conference sponsorship offers an excellent opportunity to build and strengthen relationships with our members; increase visibility, publicity, and brand recognition you need to stand out in today's competitive environment; and provides a platform to communicate the benefits of your company and industry.

CONFERENCE SPONSORSHIP PACKAGES

Sponsors enjoy the following valuable benefits:

- Exhibit space (table, 2 chairs, topped & skirted)
- Reduced registration cost for additional attendees from your organization (\$125 each)
- Company information/flyers in attendee bags (sponsor provided)
- Recognition before and during the conference
- Attendee information (name, organization, position, address)

Please refer to additional information on Premier and Hospitality Room sponsorships on the Exhibitor Information page.

Sponsorship / Exhibitor Levels	Premier \$1,200	General Session Speaker \$750	Meal \$750	Reception \$750	Hospitality Suite \$500	Break \$500	Partner \$500	Community / Exhibitor \$400
Full page ad placement in conference program	•							
3-minute presentation in general session	•	•	•	•	•			
Logo with link on CCEKS & KEDA website's	•	•	•	•	•			
Company name with link on CCEKS & KEDA website's	•	•	•	•	•	•	•	•
Company information listed in conference program	•	•	•	•	•	•	•	•
1 exhibit space	•	•	•	•	•	•	•	•
Conference registrations	2	2	2	2	1	1	1	1
Recognition in program with logo	•	•	•	•	•			
Recognition at event in general signage / screens	•	•	•	•	•	•		
Attendee information	•	•	•	•	•	•	•	•
Reduced registration cost for additional attendees	•	•	•	•	•	•	•	•
Number of sponsorships available	2 SOLD 3	1 SOLD 3	2	1	SOLD 1	1	unlimited	unlimited

EXHIBITOR INFORMATION

ASSIGNMENT OF EXHIBIT SPACE

Assignment of exhibit space is on a first come, first served basis and will be made according to the date and time that CCEKS/KEDA received the application. Premier, Speaker, Meal, and Hospitality Suite sponsors will receive priority space. Special consideration will be taken when assigning exhibit space regarding competitive businesses.

SPONSOR AND EXHIBIT CONTRACT

The enclosed application for sponsorship / exhibit space and full payment together constitute a contract between parties. To reserve space and conference program logo and listing, applications and payments are due by September 2, 2019.

CANCELLATION

Sponsorships cannot be cancelled, but a sponsor can forgo exhibit space. Conference registrations can be transferred to another person in the same company for the same event.

INSTALLATION, EXHIBIT HOURS AND DISMANTLING

Tabletop exhibit space will be available Monday, November 4 – Tuesday, November 5, 2019 at the Capitol Plaza Hotel. Exhibitors can setup on Sunday, November 3 starting at 3:00pm and close at the end of the conference on Tuesday, November 5.

SPONSOR INFORMATION

Sponsor agrees to letting CCEKS/KEDA use their logo on promotional materials, website, conference program, and during conference for sponsorship recognition and fulfillment of contract. Sponsor agrees to send high quality logo/marketing packet to event manager upon submitting sponsorship contract.

Sponsors are encouraged to provide company flyers/advertisement for the attendee bags. Quantity and date due will be sent to all confirmed sponsors.

Sponsors submitting advertisements for the conference program can email in .pdf or high-quality format to CCEKS/KEDA by September 2, 2019. If sponsor does not have advertisement, CCEKS/KEDA can assist in the creation of the advertisement for an additional cost, which will be quoted at that time.

The Premier Sponsor includes prominent logo recognition on all conference marketing, prime exhibitor space, and a non-competitive industry sponsorship.

HOSPITALITY SUITE SPONSOR

The Hospitality Suite will be located at the Capitol Plaza Hotel in the Boardroom Suite. The hospitality suite will be open at the times published in the conference program. Sponsor agrees to provide all alcoholic and non-alcoholic beverages, supplies (cups, napkins, towels, etc.), snacks, and servers. It is the responsibility of the sponsor to keep the suite in a clean and orderly condition and to use sound judgement serving attendees alcoholic drinks during the suite's open times.

The sponsor can display a company banner or sign in the suite without causing damage to ceilings or walls. It is encouraged and recommended that the sponsor gets consent from all parties involved if pictures and/or videos of the attendees are taken and will be used on the sponsor's social media account.

VENUE

Exhibitors will be responsible for their hotel reservations and payment. Information will be sent with the exhibitor confirmation. The conference will be held at:

Capitol Plaza Hotel & Convention Center
1717 SW Topeka Blvd.
Topeka, KS 66612
(785) 431-7200

FIRE PROTECTION

All display material must be flameproof and subject to inspection by the fire department. No flammable fluids or substances may be used or shown in booths.

LIABILITY

The exhibitor understands and agrees that the Chamber of Commerce Executives of Kansas, Inc. and the Kansas Economic Development Alliance, its officers, agents, or employees shall not in any manner be responsible for the loss or damage to any of the goods, ware, chattels, or equipment exhibited upon the exhibitor's allotted space or placed thereon, or while in transit to or from the building. The exhibit of the exhibitor and all its personal property situated upon the allotted space remains the sole risk of the exhibitor. The exhibitor shall be fully responsible to pay for any and all damages to property owned by Capitol Plaza Hotel and Convention Center, its owners or managers that results from any exhibitor. Exhibitor agrees to defend, indemnify, and hold harmless, The Capitol Plaza Hotel and Convention Center, its owners, managers, officers, or directors, agents, employees, subsidiaries, and affiliates from any damages or charges resulting in the exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invites that arise from our exhibitor's occupancy and use of the exhibition premises, Capitol Plaza Hotel and Convention Center, or any part thereof.

The exhibitor specifically agrees that it will exhibit in such a manner as not to cause injury to the public, visitors, guests, employees, or any other persons on the premises or any property exhibited therein. The exhibitor agrees to indemnify and hold harmless the Chamber of Commerce Executives of Kansas and the Kansas Economic Development Alliance, its officers, agents, and employees from any claim or claims of any nature whatsoever arising by reason of any damage sustained by any person, or to any property, upon said premises.

CONTACT INFORMATION AND APPLICATION SUBMISSION

For more information and to submit completed applications by email or mail to:

Ruth Littlefield
CCEKS Association Manager
P.O. Box 1729
Broken Arrow, OK 74013-1729
ruth@littlefieldmanagement.com
(918) 630-6049

Mary Perez
KEDA Administrative Coordinator
1000 SW Jackson St., Suite 100
Topeka, KS 66612-1354
mary.perez@ks.gov
(785) 296-4225

2019 CCEKS/KEDA JOINT FALL CONFERENCE SPONSOR APPLICATION

Company Name _____

Contact Name _____

Contact Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Website _____

My company will be an exhibitor at the conference _____ Yes _____ No

Electricity _____ Yes _____ No

Name Badge Information

1. _____ 2. _____

Sponsorship Selection

<input type="checkbox"/> Premier Sponsor @ \$1,200	<input type="checkbox"/> Hospitality Suite Sponsor @ \$500
<input type="checkbox"/> General Session Speaker Sponsor @ \$750	<input type="checkbox"/> Break Sponsor @ \$500
<input type="checkbox"/> Meal Sponsor @ \$750	<input type="checkbox"/> Partner Sponsor @ \$500
<input type="checkbox"/> Reception Sponsor @ \$750	<input type="checkbox"/> Community/Exhibitor @ \$400
TOTAL \$ _____	

Payment

<input type="checkbox"/> Invoice	<input type="checkbox"/> Check (enclosed)	Credit Card: <input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Am Exp	<input type="checkbox"/> Discover
Card Number _____	Exp. Date _____ / _____	CVV _____			
Name as if appears on card _____					
Cardholder's Signature _____					

Signature of Responsible Individual _____ Date _____

Make checks payable to CCEKS, PO Box 1729, Broken Arrow, OK 74013-1729