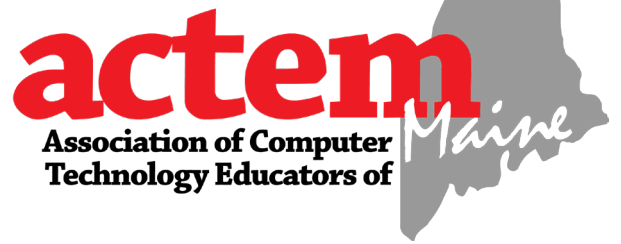


Call for Exhibitors

Information Packet



ACTEM 2018 Conference

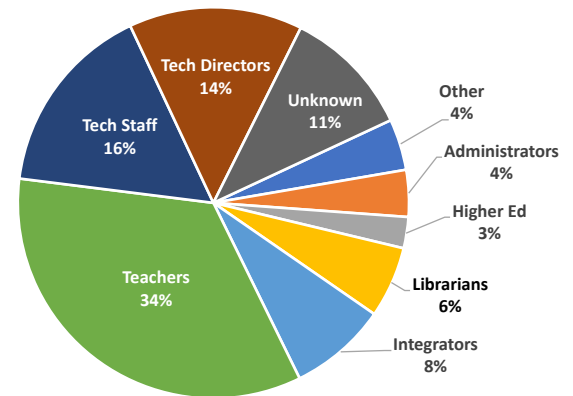
The 31st Annual Maine Education Technology Conference

October 11-12 | Augusta Civic Center | Augusta, ME

About our conference...

- ACTEM's annual conference is the largest educational technology event in Maine for educators and administrators.
- Our two-day conference features a combination of over 100 one-hour breakout and half-day workshops sessions.
- ACTEM 2017 attendance statistics showed 327 attendees on Thursday and 477 on Friday along with 107 exhibitor reps each day.
- Conference attendee breakdown by position is shown in the pie chart at right
- The Exhibit Hall will also be the primary location for keynotes and lunch seating
- An Exhibitor's Reception occurs in the hall with cash bar and hors d'oeuvres on Thursday afternoon (3:30-5:30 PM)
- ACTEM's annual ACHIEVE award winners will be announced Thursday after Exhibitor Reception (5:30-6:30PM)
- Friday's conference program includes a dedicated 45-minute mid-morning break for EXHIBITS ONLY.

Who Attends ACTEM...



Thursday Keynote:

Holly Clark

Holly Clark is an Education Strategist from San Diego, California. She is a Google Certified Innovator, National Board Certified Teacher, and holds an MA in Technology in Education from Teachers College, Columbia University. She has been working with technology integration and 1:1 environments since the year 2000. Presently she consults with schools internationally on building both the culture and strategy to support and inspire innovative teaching- including powerful technology integration and design

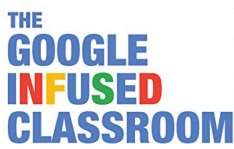


thinking protocols. Holly has taught in both independent and public schools and is the co-founder of #CaEdChat. She authors a popular education blog: hollyclark.org and gives keynotes to audiences world wide. You can follow her on twitter @HollyClarkEdu.

Holly is a proud member of the EdTechTeam and head of their publishing division.

In 2017, Holly published her first book *The Google Infused Classroom* which is available on Amazon.

See page one for description and endorsements
Holly Clark & Tanya Avrith



A GUIDEBOOK to MAKING THINKING VISIBLE and AMPLIFYING STUDENT VOICE

START HERE FOR PEDAGOGY
With a Special Section on Digital Portfolios

Friday Keynote:

Dr. Joe Sanfelippo

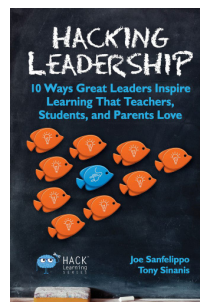
Dr. Joe Sanfelippo is the Superintendent of the Fall Creek School District in Fall Creek, WI. The Fall Creek School District was named an Innovative District in 2016 and 2017 by the International Center for Leadership in Education. Joe holds a BA in Elementary and Early Childhood Education from St. Norbert College, a MS in Educational Psychology from the University of Wisconsin-Milwaukee, a MS in Educational Leadership, and a PhD in Leadership, Learning, and Service from Cardinal Stritch University. Joe is also an adjunct professor in the Educational Leadership Department at Viterbo University.



Joe has taught Kindergarten, 2nd Grade, and 5th Grade. He was also a school counselor and high school coach prior to taking on an elementary principal position in 2005. He was selected as 1 of 117 Future Ready Superintendents in 2014 by the US Department of Education.

Joe has been a featured speaker in multiple states in the areas of *Telling Your School Story*, *Advancing the Use of Social Media for School Leaders*, *Creating a Culture of Yes*, and *Personalized Professional Growth for Staff*.

Joe is the co-author of the book *Hacking Leadership: 10 Ways Great Leaders Inspire Learning That Teachers, Students and Parents Love* which is available on Amazon.



Reserve your booth today at www.actem.org

Exhibit Booth Options:

*All exhibitor booth options include electrical outlets, tables (7'), chairs and Wi-Fi Internet access.
Please note that the exhibit hall is not carpeted.*

Standard Exhibitor Booth - \$750 [40 Available]

Standard booth space is 8' x 10' and includes one table, Chairs, lunch tickets plus credentials for **two exhibitor representative**.

Double Booth - \$950 [10 Available]

Double booths are twice as wide (8' X 20'), prime location exhibit spaces with two tables, chairs plus credentials for **three exhibitor representatives**.

Learning Booths - \$1500 [3 Available]

Includes a 20' X 20' area draped on three sides with hard wired Internet connection, custom number of tables and 10+ seating for a presentation area (upon request). Lunch tickets and credentials for **four exhibitor representatives** are included.

Booths for Non-Profits - Contact ACTEM for pricing and availability.

Additional exhibitor credentials and lunch tickets are available at \$40 per company representative for any booth space.

Conference Sponsorship Opportunities

Tier One Conference Sponsorships - Customized to fit the specific exhibitor's needs. - Tier One Sponsorships begin at \$5,000
[Options might include dedicated workshops rooms, speakers, App banner advertising, meals and coffee/refreshments]

Keynote Sponsorship - Support of our national keynote speakers with recognition in the conference App - \$2,000

Thursday Lunch Sponsorship - \$1,500

Open Bar Sponsorship - Thursday Exhibitor Reception - \$1,000

Coffee/Refreshment Sponsorship - \$1,000

Afternoon Snack-Health Break Sponsorship - \$600

Contact Gary Lanoie, ACTEM Executive Director for information on any of these sponsorship opportunities.

Email: glanoie@actem.org **Phone:** 207.222.4353

Exhibit Facilities:

The Augusta Civic Center is located just off Interstate 95 at exit 112A, approximately a one-hour drive from the Portland Jetport. The exhibit hall is a spacious basketball auditorium. The Civic Center has wireless Internet throughout the building.

Augusta Civic Center, 76 Community Drive, Augusta, ME 04330

Augusta Civic Center phone: 207.626.2405

Conference - Exhibit Hours

Conference Hours:

Thursday, Oct. 11th - 8:00 AM - 6:00 PM

Exhibit Hours:

Thursday, Oct 11th - Noon to 5:30 PM

Exhibitor Reception 3:30-5:30 PM - Appetizers will be served.
Wine and beer available to be purchased in the Exhibits Hall.
Drink tickets are available for \$5 each to use as handouts to customers visiting your booth during the Exhibitor Reception. Security will be provided in the exhibit hall Thursday evening.

Exhibitor Setup Hours:

Thursday, Oct. 11th - 9:00 AM to Noon

PLEASE NOTE:

The Augusta Civic Center staff are very accommodating to assist exhibitors in any needs or changes you may have as you set up your exhibit space.

Conference Hours:

Friday, Oct. 12th - 7:00 AM - 4:00 PM

Exhibit Hours:

Friday, Oct. 12th - 7:00 AM to 2:30 PM

Coffee, juice and pastries are available in the exhibit hall in the morning for participants and vendors.
An "Exhibits Only" break is listed on the program from 10:15 -11:00 AM.

Exhibitor Setup Hours:

Friday, Oct. 12th - 7:00 AM

Exhibitor Tear Down Hours:

Friday, Oct. 12th - 2:30-4:00 PM

Delivery & Pickup

Shipping & Delivery:

Exhibitors must take full responsibility for delivery and pick-up shipment arrangements. Please plan ahead to ensure your shipments arrive as close to October 11th as possible, and NOT BEFORE October 5, 2018. Address shipments to:

ACTEM Conference 2017
c/o Augusta Civic Center
76 Community Drive
Augusta, ME 04330

Pickup - October 12th:

FEDEX and UPS or your shipper will need to be contacted by your representative on Friday afternoon Oct. 12th to pick up outgoing shipments between 3:00-5:00 PM. Typically UPS & FEDEX drivers are easily spotted in the auditorium during those hours.

Meals:

Thursday Lunch:

Exhibitors on site at noon Thursday are welcome to join Thursday conference attendees for lunch served in the auditorium. Appetizers and a cash bar will be available for the Exhibitor Reception on Thursday afternoon from 3:30-5:30 PM.

There will not be an evening meal on Thursday as part of the conference. Many restaurants are available in the area around the Augusta Civic Center.

Friday Lunch:

Exhibitors have the option of selecting a box lunch to pickup and take back to their booths or a buffet lunch in the side seating areas of the auditorium. We ask that exhibitors get their lunch early (11:15 AM) to help eliminate long lunch lines for our attendees.

Conference Housing

Exhibitors are eligible for reduced conference motel rates of \$85 per night + tax at the following conference hotels:

Best Western Civic Center - Located next to the Civic Center
Address: 110 Community Drive, Augusta, ME 04330 Phone: 207.622.4751
Best Western Check-in time is 2:00 PM. Check-out is 12:00 noon.

Comfort Inn Civic Center - Located about 3/4 miles west of the Civic Center
Address: 281 Civic Center Drive, Augusta, ME 04330 Phone: 207.623.1000
Comfort Inn Check-in time is 3:00 PM. Check-out time is 11:00 AM.

Ask for the **"ACTEM Conference Rate"** and place your reservation prior to **September 27, 2017**.

Vendor Sessions in the Conference Program

ACTEM has a very limited number of breakout sessions in the conference program for vendor presentations. Exhibitors interested in offering group product demonstrations are encouraged to consider contracting for a "Learning Booth" on the exhibit floor. The Program Committee will not consider an exhibitor workshop unless the lead presenter is a current educator/administrator who can share ideas for the use of the product in an educational setting.

The conference committee does offer a few breakout sessions or Box Lunch sessions for a fee to ACTEM partners and vendor members. Contact Gary Lanoie, ACTEM Executive Director for vendor session options and pricing.

Vendor Membership

ACTEM gratefully thanks our vendor members for supporting our mission and programs each year. Exhibitors are invited to join ACTEM as a vendor member through June 30, 2019 for a \$200 membership fee. Vendor members receive a 10-day early exhibitor registration opportunity and recognitions in our conference program, quarterly newsletters and business meetings. Vendor members also have the opportunity to use the ACTEM Office meeting space for sessions throughout the year.

Door Prizes & Booth Drawings

Door Prizes: Each year ACTEM receives a generous level of support from our exhibitors in providing door prizes for the closing session at the end of the day Friday. Each contributing vendor is recognized prior to the winner's name being drawn. Please indicate your willingness to contribute a door prize on your application.

Booth Drawings: ACTEM encourages exhibitors to offer drawings at individual exhibit booths. We will gladly announce your winners and deliver any prizes at the closing sessions if you wish.

Conference App Advertising

After long and serious deliberation, ACTEM is no longer will be offering a printed program for our attendees. There will be opportunities for exhibitor to advertise in our conference app. Contact the ACTEM office directly if you are interested in App advertising.

Application for Exhibit Booths

Applications for exhibit booths must be completed online from a link on the **Conference/Exhibitor** page at **www.actem.org**.

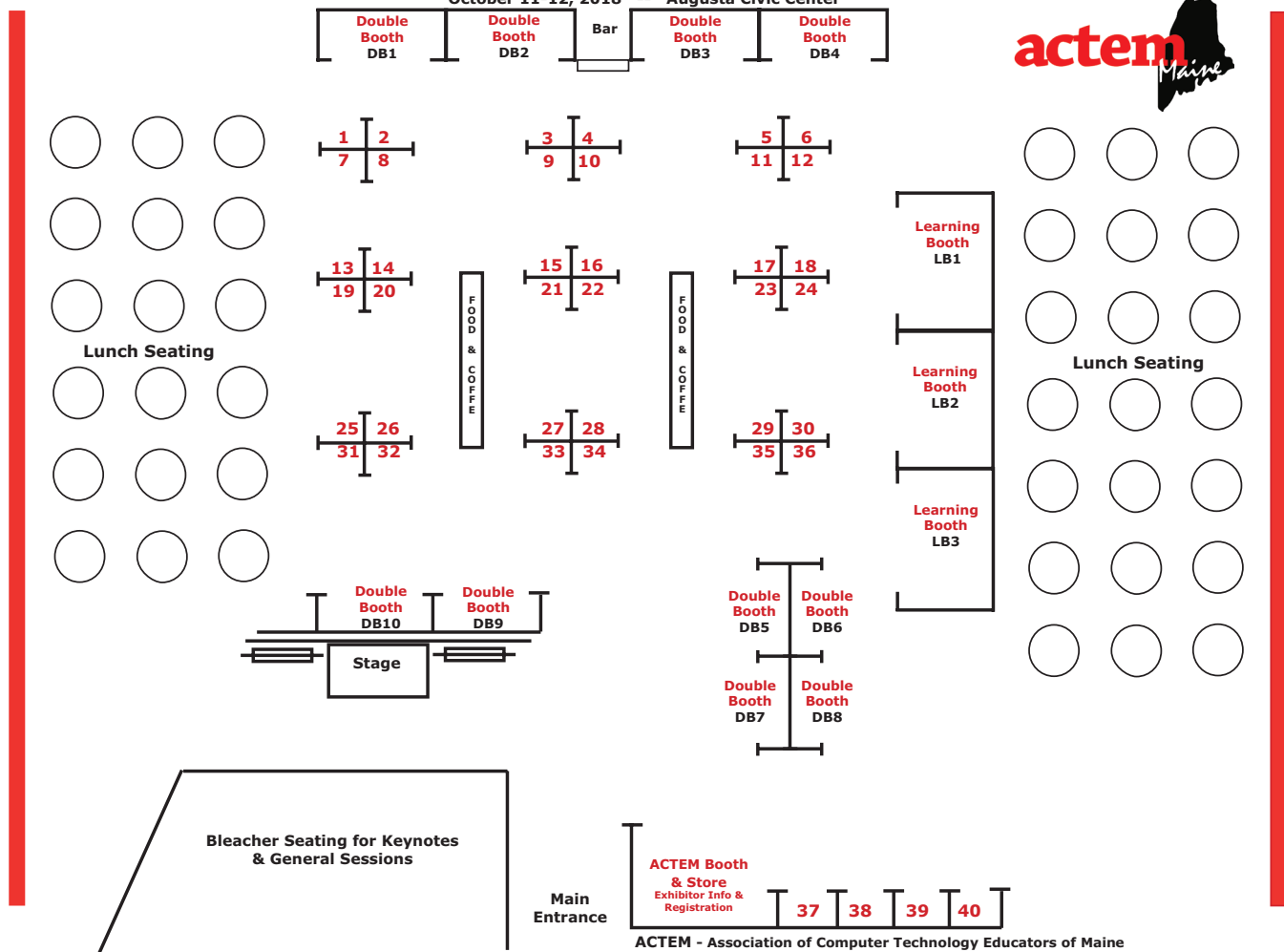
An invoice will immediately be generated and emailed to the exhibitor's primary contact. Full payment is due with the application.

ACTEM accepts online payment by PayPal, Visa, MasterCard, & American Express – Call the ACTEM office at 207.222.4353 to pay by credit card.

PLEASE NOTE that exhibitor reservations fees are NOT refundable.

ACTEM 2018 Conference - Exhibit Hall

October 11-12, 2018 -- Augusta Civic Center



The 2018 Exhibit Hall layout has been revised to accommodate larger aisles and additional double booths. ACTEM vendor members and returning exhibitors will have first choice for priority booth locations. Other booth assignments will be based on the date your exhibitor registration is received and payment completed. Please indicate a 1st, 2nd and 3rd choice exhibit booth space from the map above on your online registration form.

Online Exhibitor Registration: Now open

Booth Assignments: Begin on June 30, 2018 and after that date as registrations are received

NOTE: ACTEM will assemble a waiting list once exhibit space is full.

ACTEM Contact Information

Mailing Address: ACTEM, Attn: Gary Lanoie, P.O. Box 187, Gorham, ME 04038

Phone: 207.222.4353

FAX: 207.222.2057

Email: glanoie@actem.org