Exhibit Space Contract
http://onlinelearning.rutgers.edu/ruonline2016

We cordially invite you to participate in this exciting gathering of higher learning educators at our 2016 Online Learning Conference Mid-Atlantic Region, which is co-sponsored by our mid-Atlantic partner UPCEA and NJEdge. Attendees will have the opportunity to interact with and learn from each of our sponsors in a variety of ways, including sponsor tables and concurrent session presentations. All exhibitors will be a part of our 2016 Conference Game, which is designed to drive traffic to your table.

We anticipate an audience of 400 faculty and students in ALL disciplines from the Mid-Atlantic area, including departmental pedagogical support coordinators, technology support coordinators, department and program chairs, online program administrators, and all interested in improving education delivered online.

Please mark one of the circles selecting your level of sponsorship and send completed pages to: dberstein@docs.rutgers.edu

- **Bleeding Edge** $7,500.00
  - Exhibitor will present a 45-minute workshop during a concurrent session
  - Full-page ad appearing in the conference program book
  - 1-minute promotional video displayed on one of our monitors during the conference (company to provide video by November 10, 2015)
  - Inclusion of promotional materials in conference packet (please send materials by December 1)
  - Exhibitor will have a 6’ table at event (does not include your electrical/other AV needs/hotel costs)
  - Company logo prominently featured on 2016 Conference Website and other promotional materials
  - 4 complimentary registrations (estimated value: $996)

- **Visionary** $5,000.00
  - Exhibitor will have a 6’ table at event (does not include your electrical/other AV needs/hotel costs)
  - Company logo prominently featured on 2016 Conference Website and other promotional materials
  - Half-page ad appearing in the conference program book
  - 10-second static ad displayed on one of our monitors throughout conference space (company to provide ad by November 10, 2015)
  - Inclusion of promotional materials in conference packet (please send materials by December 1)
  - 2 complimentary registrations (estimated value: $498)
Innovator $2,500.00
● Exhibitor will have a 6’ table at event (does not include your electrical/other AV needs/hotel costs)
● Company logo featured on 2016 Conference Website and other promotional materials
● Inclusion of promotional materials in conference packet (please send materials by December 1)
● 1/4 page ad appearing in the conference program book
● 1 complimentary registration (estimated value: $249)

Pacesetter $1,000.00
● Inclusion of promotional materials in conference packet (please send materials by December 1)

Supporter - Gaming Prizes $500.00
● Direct marketing opportunity! Mail us a “prize” which will then be distributed to the game winners
● Company logo featured on 2016 Conference Website and other promotional materials
● Recognition during raffle
● List the prize(s) to be sent by November 10, 2015:___________________________________

SPONSOR
1. Contact Information for all correspondence and arrangements prior to the conference:
   Contact Name: ___________________________________________________________________
   Company: _______________________________________________________________________
   Street Address: __________________________________________________________________
   City: __________________ State: ___________ Zip/Postal Code:________________________
   Office phone: ___________________________ Cell Phone: ___________________________
   Fax: _________________________________ Email: ________________________________

   On-site contact (please advise where you are staying after you book your own sleeping room)

   On-site contact cell number: __________________________________
   (A conference badge will be made for the on-site contact; name must be provided by December 1, 2015.)

2. EXHIBITOR DIRECTORY INFORMATION - Please print the name and address of your company as you wish it to appear in the program book.

   Contact Person: ___________________________________________________________________
   Street Address: ___________________________________________________________________
City: __________________________
State: _________________________ Zip: ______________________
Office phone: ___________________________ Cell phone: ___________________________
Email: ___________________________ Web address: _______________________

The Exhibitor Directory will be distributed to conference attendees. Please send the 50 word or less description via email.

3. What days will you exhibit
   ○ Monday, January 11, 2016 ○ Tuesday, January 12, 2016 ○ Both days

4. PAYMENT must be received before the company is advertised.
   ○ Check, payable to Rutgers, The State University of New Jersey, is enclosed in the amount of $________ USD. Please mail check to: Janet Gilmartin, 303 George Street, Suite 604, New Brunswick, NJ 08901. Phone: 732.932.3640 ext 634, E-Mail: jgilmartin@docs.rutgers.edu

   ○ Credit Card (see page 4). Please fax form to Janet Gilmartin at 732-932-3586. (PCI Compliance rules prohibits us from taking credit card information via email.)

5. AUTHORIZATION - I am authorized by my company to contract for exhibit space or other sponsorship at the 2016 Mid-Atlantic Online and Hybrid Learning Conference as indicated above and I have carefully read, understood, and accepted the information and conditions contained herein.

   Print Name____________________________________  Title____________________________
   Signature                                                                                                                                               Date

6. CHECKLIST and DEADLINES- Please submit the following to Dana Bernstein:
   A. ASAP – Your company logo in vector and JPEG format so we can post to the website after payment is received. Also, send the 50 word description for the program book.
   B. November 1, 2015 - Priority deadline to advise sponsorship level.
   C. November 10, 2015 - Final camera-ready art (vector file) electronically for these items (depending on sponsorship level): Static ad for the monitors, Print ad for the program book and/or 1-minute promotional video
   D. December 1, 2015 - Sponsor payments must be received. Both the 50-word description and promotional materials to be included in the conference packet sent to Dana (address below).

As part of being our sponsor, we ask that you please complete the following:
1. Please direct email your members our conference link as well as place it on the front page of your homepage http://onlinelearning.rutgers.edu/ruonline2016
2. Send the RFP for the breakout sessions and conference flyer (Sent under separate cover) to those who you think would be interested in submitting a proposal or in attending.

7. RUTGERS CONTACT
Dana Lynn Bernstein, CMP, PMP, Rutgers, The State University of New Jersey, Division of Continuing Studies - 55 Commercial Avenue Suite 201, New Brunswick, NJ 08901
p. 732-331-3303 Email: dbernstein@docs.rutgers.edu

Rutgers, Division of Continuing Studies
CREDIT CARD AUTHORIZATION

Dear Event Participant,

Please complete, sign, and date this form. Fax it to the Division of Continuing Studies: 732-932-3586.

I, ____________________________, give authorization to the Rutgers, Division of Continuing Studies, to charge the credit card listed for participation in the following program.

Program Name: 2016 Online Learning Conference Mid-Atlantic Region on Jan 11-12, 2016

Amount: __________________________________________________________________________

Credit Card Information – Please Print

Name as it appears on card ________________________________________________________________

Card Type: o Visa o MC o Amex o Discover
Credit Card Number: _____________________________ Expiration: __________

Account Type:
o Individual (personal credit card) o Corporate - Co Name: ________________________________

Street
Address:____________________________________________________________________________

City, State, Zip:_______________________________________________________________________

Office Phone:____________________________ Cell ______________________________
Email
Address: ____________________________________________

I certify that the information provided is complete and accurate. I hereby authorize, Rutgers, Division of Continuing Studies to collect payment for the charges as indicated above. I am aware of the cancellation policy and understand that the card on file will be charged applicable cancellation fees.

Cardholder signature: _________________________________ Date: ____________

Contact: Janet Gilmartin, CPA, Business Manager III Spvr
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