



**2018 TEDPA Conference**  
*Bloomington, Minnesota*

**Sponsor Conference Packet**

June 2018

Ahoy, Prospective Sponsor:

The Telecommunications Equipment Distribution Program Association (TEDPA) invites your company to become a sponsor of our 2018 TEDPA Conference. The conference will be held Wednesday, September 5<sup>th</sup> through Saturday, September 8, 2018, at the Hyatt Regency Bloomington in Bloomington, MN

We hope you join us “Casting into the Future with TEDPA!” for a time filled with education, technology, and networking. Topics may include outreach trends, wireless devices and accessories, apps, transition of IP-CTS from FCC to States, sponsor speed networking, and other pertinent topics. In attendance will be representatives of State Distribution Programs from across the country who work within the government, nonprofit, and corporate sectors.

This year’s conference will provide corporate sponsors with three (3) conference sponsorship levels: Walleye (Gold), Bass (Silver), and Sunfish (Bronze). Each sponsorship level is outlined in the following pages and a sponsorship registration form is included.

The goal of involving sponsors is to showcase organizations that impact and empower each state’s equipment distribution program. We would be honored to have you sponsor and network with our organization.

If you have any questions, please do not hesitate to contact Nathan Gomme at 505-796-5441 (v) Or [nathan.gomme@state.nm.us](mailto:nathan.gomme@state.nm.us).

**\*\*\*Sponsor Registration Forms are due by July 23, 2018 using the attached form.**

Sincerely,

Your TEDPA Board:

Sandi McNally  
Chairperson

Nathan Gomme  
Vice-Chair

Kelly Robison  
Secretary

Andy Leffler  
Treasurer

# SPONSORSHIP LEVELS

The three (3) sponsorship levels are listed below with detailed descriptions of each level. All sponsoring corporations or organizations will need to provide their logos and advertisements by July 23, 2018, for printed conference materials.

## Walleye (GOLD level)

\$3,500

- Gold sponsorship recognition
- Full page (8.5" W X 11"H) color advertisement in the conference program
- Premium Gold Sponsor exhibit space (2 tables)
- Recognition on TEDPA's website
- Access to the sponsor's section of TEDPA's Basecamp for the ensuing year
- Corporate logo in the conference program
- Conference tote bag insertions (novelty/literature items)
- Full registration for four (4) corporate attendees

## Bass (SILVER level)

\$2,500

- Silver sponsorship recognition
- ½ page (5.5" W x 4.25" H) color advertisement in the program
- Premium Silver Sponsor exhibit space (1 table)
- Recognition on TEDPA's website
- Access to the sponsor's section of TEDPA's Basecamp for the ensuing year
- Corporate logo in the conference program booklet
- Conference tote bag insertions (novelty/literature items)
- Full registration for three (3) corporate attendees

## Sunfish (Bronze level)

\$1,500

- Bronze sponsorship recognition
- ¼ page (2.75" W x 2.125" H) color advertisement in the program
- Bronze Sponsor exhibit space (1 table)
- Recognition on TEDPA's website
- Access to the sponsor's section of TEDPA's Basecamp for the ensuing year
- Corporate logo in the conference program
- Conference tote bag insertions (novelty/literature items)
- Full registration for two (2) corporate attendees

## **Additional Sponsor Opportunities:**

### **Raffle Prize:**

Each sponsor is encouraged to donate a prize. Be sure to check the box on the Sponsor Registration Form

### **Refreshment Breaks:**

Pricing starts at \$1,500. Contact Nathan Gomme for details.

### **Electric Outlets at Meeting Tables \$200 (4 sponsorships available):**

Provide attendees with outlets right at their tables so they can keep everything charged! Contact Nathan Gomme for details.

### **Place Item in Attendee Bag: \$500**

Ensure maximum visibility of your product or services by inserting marketing items (literature, promotional materials, sample products, etc.) in every attendee's conference bag. Also includes access to the sponsor's section of TEDPA's Basecamp for the ensuing year.

This option is only for vendors who are not already a Gold, Silver or Bronze level sponsor.

**The Registration Form can be found [Here](#)**

# Draft Agenda

AGENDA UPDATED 7/12/18 (TEDPA reserves the right to change the agenda)

<b>Wednesday, September 5, 2018</b>			
1:00pm-3:00pm		NDBEDP (Pre-Conference)	TBA
3:00pm-5:00pm		Sponsor Registration & Exhibit Set-Up	Ballroom
4:00pm-6:00pm		Attendee Registration	Coat Room
6:00pm-9:00pm		TEDPA 2018 Conference Kick-Off Reception	Grand Ballroom
<b>Thursday, September 6, 2018</b>			
7:30am-8:30am	<b>8am-5pm Exhibits Open</b>	Breakfast	Stone Arch
8:30am-9:15am		Welcome & Introductions	Ballroom
9:15am-10:15am		Session 1: Keynote Speaker Laura Plummer	
10:15am-10:30am		Break	
10:30am-12:00pm		Session 2: Equipment other than for Deaf or Hard of Hearing (Panel-TBD)	
12:00pm-1:00pm		Lunch	Stone Arch
1:00pm-2:30pm		Session 3: MITRE / FCC	Ballroom
2:30pm-3:15pm		Session 4: How are we handling equipment issues with changing infrastructure? (Discussion)	
3:15pm-3:30pm		Break—Sponsors Return	
3:30pm-4:50pm		Session 5: TBD	
4:50pm-5:00pm	Day 1 Wrap-Up <i>(Sandi/Nathan)</i>		

## Friday, September 7, 2018

7:30am-8:30am	8am-5pm Exhibits Open	Breakfast	Stone Arch
8:30am-9:00am		Visit with Sponsors	Ballroom
9:00am-10:00am		Session 6: TBD	
10:00am-10:15am		Break	
10:15am-11:15pm		Session 7: Outreach to underserved populations (Panel-TBD)	
11:15-12:15pm		Session 8: Speed Networking I	Ballroom
12:15pm-1:15pm		Lunch	Stone Arch
1:15pm-2:15pm		Session 9: Speed Networking II	Ballroom
2:15pm-2:30pm		Break	
2:30pm-4:00pm		Session 10: TBD	Ballroom
4:00pm-5:00pm	Closing Ceremonies	Ballroom	

**PLEASE NOTE: Sponsors will NOT be allowed to break down their exhibit booths until AFTER 5:00pm on Friday, September 7th, 2018. In addition, TEDPA respectfully requests all sponsors to remain in the Conference area for the Closing Ceremonies.**

Sponsors are welcome to attend the breakfast on Thursday and Friday, September 6<sup>th</sup> and 7<sup>th</sup>, but must RSVP to Nathan Gomme by August 21<sup>st</sup> to do so.

# Conference Fact Sheet

## When:

- Wednesday, September 5<sup>th</sup> through Saturday, September 8<sup>th</sup> 2018

## Where:

Hyatt Regency Hotel  
3200 East 81st Street  
Bloomington, MN 55425  
Phone: 952-922-1234 (general hotel information)  
Website: <https://bloomington.regency.hyatt.com>

## Rate:

- \$145/night single/double occupancy (plus state and local tax)

## Reservations:

- 1-888-421-1442 (Toll Free) or 952-922-1234 Group Name: (TEDPA Conference)
- Book Online: [Hyatt](#)
- Group room rate will be extended for 3 days prior and 3 days after the conference
- Valid credit card is required upon check-in

## Cut Off:

- The TEDPA rate is available until 5:00PM Central Standard Time on August 13, 2018

## Airport and Transportation:

Minneapolis-St. Paul International Airport (Airport Code: MSP)

- <https://www.mspairport.com/>
- MSP has two terminals: Terminal 1 (Lindberg) and Terminal 2 (Humphrey)
- The Hyatt offers complimentary shuttle service to MSP airport and the Mall of America.

### Airport Shuttle:

- To Hyatt from Airport Terminal 1: Follow signs to Ground Transportation (near baggage claim) to Hotel Pick-up area. Look for the Hyatt Regency Bloomington-Minneapolis Shuttle Van.
- If at Terminal 2, call the Hyatt at 952-922-1234 to request pickup.
- To Airport Terminal 1: Shuttle service departs the Hyatt at :00 and :30 of the hour from the Lobby.
- Terminal 2 drop-off is upon request only

### Mall of America Shuttle:

- Shuttle Service departs the Hyatt at :20 and :50 after the hour, during regular mall

hours.

- Complimentary parking is available at the hotel.
- The Hyatt is 2 miles from the airport and 1 mile from the Mall of America
- From/To the Airport: <https://www.mspairport.com/directions/ground-transportation>
  
- Metro Transit: <https://www.metrotransit.org>
- METRO Blue Line light-rail - Bloomington Central Station stop (<https://www.metrotransit.org/metro-blue-line>)
- Nice Ride Bike Share: <https://www.niceridemn.org/>



# Conference Deadlines & Important Dates

## 2018 TEDPA Conference- “Casting into the Future”

### MAKE CHECKS PAYABLE TO:

TEDPA

### MAIL CHECKS TO:

Andy Leffler  
InTRAC  
7702 Woodland Drive, Suite 130  
Indianapolis, IN 46278

NOTE: Payment via PayPal is now available. Contact Andy Leffler ([ALeffler@relayindiana.com](mailto:ALeffler@relayindiana.com)) for details.

### KEY DATES:

- **July 23, 2018**
  - Sponsor registration form due
  - Sponsor payment due
  - Sponsor logo due in full color in PDF, JPEG, or PNG
  - Sponsor program book ad due in full color in PDF, JPEG, or PNG
- **August 13, 2018 (5:00PM Central Standard Time)**
  - TEDPA Conference rate for hotel reservations expires
- **No Earlier than September 5, 2018**
  - Shipments may arrive at hotel- must be labeled “Your Company Name- TEDPA Conference”
- **Wednesday, September 5, 2018 3:00PM**
  - Sponsor Registration and Set Up
- **Wednesday, September 5, 2018 6:00-9:00PM**
  - TEDPA 2018 Conference Kick-Off Reception
- **Friday, September 7, 2018 AFTER 5:00PM**
  - Sponsor breakdown
  - There is no option to leave anything in the room overnight

All conference questions should be directed to Nathan Gomme: Phone (VP): 505.796.5441; Fax: 505.383.6533  
Email: [nathan.gomme@state.nm.us](mailto:nathan.gomme@state.nm.us)

# Additional Gold Sponsor Attendee Registration

Gold Sponsors may bring additional corporate attendees by completing the form below and attaching it to the Sponsor Registration Form. Please complete the form for each additional attendee.

Date	Name of Sponsor Attendee	Cost	Dietary Needs	Total
Wednesday 9/5/18		\$60.00/ea.		
Thursday 9/6/18		\$100.00/ea.		
Friday 9/7/18		\$100.00/ea.		
<b>TOTAL</b>				

**Please make check payable to:**

TEDPA

**Please mail check to:**

Andy Leffler, Treasurer  
c/o InTRAC  
7702 Woodland Drive, Suite 130  
Indianapolis, IN 46278

NOTE: Payment via PayPal is now available. Contact Andy Leffler ([ALeffler@relayindiana.com](mailto:ALeffler@relayindiana.com)) for details.

**Please contact Nathan Gomme with any questions:**

Phone (VP): 505.796.5441; Fax: 505.383.6533  
Email: [nathan.gomme@state.nm.us](mailto:nathan.gomme@state.nm.us)

# SPONSOR AGREEMENT

## 1. Application & Eligibility.

- a. Application for exhibit space must be made by the Sponsor on the registration form provided by the Telecommunication Equipment Distribution Program Association (TEDPA) and be executed by an individual who has authority to act for the Sponsor. TEDPA reserves the right to accept or reject applications on the basis of whether, in sole judgment, the applicant's exhibit would enhance the conference and exhibit. A full refund of the paid exhibit rental fee will be made if an application is rejected.

## 2. Agreement to Conditions.

- a. Each Sponsor, for itself and its employees and agents, agrees to abide by the conditions set forth in this Sponsor's Agreement, as well as to any conditions set forth by TEDPA. It is further understood and agreed that the sole control of the exhibit hall rests with TEDPA.

## 3. Assignment & Payment of Booth Space.

- a. Exhibit space may be reserved by filling out a registration form from TEDPA. The Contact person is the Vice Chair of TEDPA. The registration form and full payment must be received by July 23, 2018. If the registration form *and payment* are not received by July 23, 2018, the reservation will be cancelled automatically. If the payment and registration form are received within that time frame and the registration is accepted, the Sponsor will be so notified. Exhibit space will be determined by mutual consent of TEDPA and the Sponsor based on sponsorship level, availability, character of the proposed exhibit, individual requirements and preferences of location. Booth space is conditioned upon the exhibit facility's placing the space applied for in this Agreement at the disposal of TEDPA. TEDPA shall assign to the applicant for the period of the exhibit space applied for in this Agreement or such other exhibit space, which TEDPA deems comparable. Such assignments are made for the period of this exhibit only and do not imply that same or similar space will be held or offered for future conferences, exhibits or conventions.

## 4. Insurance.

- a. In all cases, Sponsors wishing to insure their goods must do so at their own expense. It is the responsibility of the Sponsor to maintain proper insurance coverage for its property and liability.

## 5. Booths.

- a. Standard booth equipment (6 ft. or longer draped and skirted table) will be provided without additional cost to the Sponsor. If a Sponsor plans to install a completely constructed display of such a character that the Sponsor will not require or desire the use of standard booth equipment, no part thereof shall project as to obstruct the view of adjacent booths. No part of any display may be over eight feet in height. The back four feet of rented space may be occupied from the floor up to eight feet in height, the front of the rented space may be occupied from the floor up to 48 inches only.

- b. TEDPA reserves the right and has sole discretion to restrict, on a reasonable level, sound systems, lights, noise and other distractions.
- 6. **Care of the Exhibit Space.**
  - a. The Sponsor must, at its expense, maintain and keep in good order during the full period of the Exhibition, its exhibit and the space for which it has contracted.
- 7. **Protection of the Exhibit Facility.**
  - a. Nothing shall be posted on, or tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the hotel or convention hall exhibit area without permission of TEDPA and the proper building authority. Packing, unpacking and assembling of exhibits shall be done only in designated areas and in conformity with directions of TEDPA, the hotel or convention hall manager or the assistants.
- 8. **Installation & Dismantling.**
  - a. The specific requirements as to the time for installation and dismantling of exhibits shall be supplied to each Sponsor for the particular conference, exhibit or convention. Such requirements shall be binding upon the Sponsor as though fully set forth in this agreement. All displays must be in place and set up on Wednesday, September 5, 2018 from 3:00pm - 5:00pm. TEDPA may reassign space not occupied or set up by that time and use for other purposes. Sponsors will not be able to dismantle their exhibit until AFTER 5:00pm on Friday, September 7, 2018.
- 9. **Default Occupancy.**
  - a. Any Sponsor failing to occupy space contracted for is not relieved of the obligation to pay for such space at the full rental price, and TEDPA shall have the right to use such space as it sees fit to eliminate blank space in the exhibit hall provided such booth space is not occupied one hour prior to the official opening of exhibit.
- 10. **Personnel.**
  - a. Booth personnel, including demonstrators, receptionists, models or others affiliated with the Sponsor shall:
    - i. confine their activities within the Sponsor's booth space
    - ii. dress in appropriate business attire which is not sexually suggestive, provocative or otherwise offensive to any race, culture, religion, lifestyle or gender
    - iii. display, promote or sell their products in a manner consistent with the high standards of the Exhibition, the Conference and TEDPA. TEDPA reserves the right to monitor the activities of the Sponsor and its personnel during the course of the Exhibition and upon determining that a Sponsor or its personnel has violated this provision, TEDPA may immediately exclude the offending Sponsor from the Exhibition/Conference. Such determination shall be in the sole discretion of the TEDPA

- iv. provide for interpreter, if necessary, to be able to communicate with both hearing and deaf/hard of hearing participants
- v. registration for an interpreter is required

#### **11. Use of Space.**

- a. Exhibits shall be shown only in the official exhibit area as established by TEDPA. Neither the Sponsors nor non-Sponsors shall be permitted to display articles, equipment, or information concerning services, or movies of such articles, equipment, or services, in private suites or rooms during the conference, exhibit, or convention, in accordance with prior agreements between TEDPA and the exhibit facility without TEDPA's written approval.
- b. No Sponsor shall permit any other corporation or firm or its representatives to use the space allotted to it, nor shall it display articles not manufactured or sold normally by it. If an article of non-exhibiting firm or business is required for the operation or display of a Sponsor's wares or services, identification of such article shall be limited to the usual and regular nameplates, imprinting or trademarks under which the article is sold in the regular course of business. Co-participation by any other corporation or firm or its representatives in space assigned to the original applicant must have written permission from TEDPA.

#### **12. Distribution of Printed Matter, Etc.**

- a. Neither Sponsor nor non-Sponsors shall distribute to the conference, exhibit or convention delegates printed matter, samples, souvenirs and the like, except from within rented space and shall not solicit such delegates to visit any site other than the conference or the rented space during the period of the Exhibition. Sponsors and non-Sponsors must obtain the prior written approval of TEDPA for any such solicitation, or for the distribution of such material elsewhere. The granting of permission to distribute printed matter to Sponsors or non-Sponsors, whether within rental space or otherwise, does not constitute an endorsement of any publication or its consent by TEDPA. No Sponsor or non-Sponsor is authorized to imply or state in any written or oral communication that such printed matter is so endorsed or sponsored, nor may such printed matter use TEDPA's copyrighted logo for any purpose.

#### **13. Conflicts/Disruptions.**

- a. In the interest of the success of the entire conference, exhibit, and/or convention, the Sponsor agrees not to (a) extend invitations, call meetings or otherwise encourage absence of attendees or Sponsors from the conference or exhibit hall during the official hours of the conference and exhibit, or (b) disrupt the exhibits or activities of other Sponsors or their representatives or agents at the conference, exhibit or convention.

#### **14. Cancellation or Relocation of Conference, Exhibit or Convention.**

- a. In the event of cancellation or relocation of any conference or exhibit, due to circumstances within TEDPA's direct control, the liability of TEDPA shall be limited to a refund of fees paid to TEDPA by the Sponsor. In the event TEDPA has no control over the cancellation or relocation of any conference, exhibit or convention, TEDPA shall have no liability of any kind, but may in its sole discretion refund any fees paid by the Sponsor.

## **15. Cancellation by Sponsor.**

- a. Should the Sponsor be unable to occupy and use the exhibit space contracted for and notifies TEDPA in writing, so that TEDPA receives such notice at least 30 days prior to the set-up of the conference, exhibit or convention, TEDPA will refund 75% of the total exhibit fees; or if the exhibit fee has not been paid to TEDPA, the Sponsor will pay 25% of that fee. No refund of any fees will be made if TEDPA received from the Sponsor notice of cancellation less than 30 days prior to set up of the exhibit. The Sponsor is liable for 100% of the total exhibit fee if it cancels during this 30 day period. (This policy includes cancellation by Sponsors who are assigned and pay for space during the 30 day period prior to the setup of the exhibit.)

## **16. TEDPA's Right to Remove the Sponsor's Property.**

- a. TEDPA reserves the right to remove from the exhibit facility or its premises any or all of the property of the Sponsor should the conference exhibit or convention is canceled or relocated or should the Sponsor violate any of the conditions of the Sponsor's Agreement. This right may be exercised without prior notice and hearing.

## **17. Violations of the Conditions.**

- a. Any of the following actions by an Sponsor shall constitute a violation of the conditions of the Sponsor's Agreement:
  - i. Use of a display of equipment, products or services that varies in any significant way from the description on the registration form.
  - ii. Violation of any municipal, state or federal laws, rules or regulations, including safety codes.
  - iii. Failure to follow the terms or procedures prescribed in sections 1 through 16 of this Agreement. Failure to remove its property from the exhibit facility upon cancellation or relocation of conference, exhibit or convention.

## **18. Liability.**

- a. TEDPA undertakes no duty to exercise care, nor does it assume any responsibility, for the protection and safety of the Sponsor, its officials, agents or employees, or for the protection of the property of the Sponsor or its representatives or of property used in connection with the exhibit, from theft or damage or destruction by fire, accident or other cause. Small and easily portable articles shall be properly secured or removed after the exhibition hours and placed in safekeeping by the Sponsor. Any protection exercised by TEDPA shall be deemed purely gratuitous on its part and shall in no way be constructed to make it liable for any loss or inconvenience suffered by the Sponsor. The Sponsor agrees to indemnify and hold TEDPA and its agents harmless from all such claims and from all claims or liability of any nature whatsoever arising from the activities of the Sponsor or any of its representatives or from the display or use of property of the Sponsor. Sponsor assumes responsibility and agrees to indemnify and defend TEDPA and the Hotel and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Sponsor

understands that either TEDPA or the hotel maintains insurance covering the Sponsor's property and it is the sole responsibility of the Sponsor to obtain such insurance. TEDPA shall not be liable for any failure to deliver space to a Sponsor or for the loss of allotted space of any Sponsor, who has contracted for exhibit space under the terms of this Agreement, if non delivery is due to any one of the following causes: destruction of or damage to the building or the exhibit area by fire or act of God; acts of public enemy; strikes; the authority of the law, or any cause beyond its control. In the event TEDPA is not able to hold an exhibit for any of the above names causes, TEDPA will reimburse Sponsors on a pro-rate basis on any rental fee paid, less any and all legitimate expenses incurred by TEDPA for advertising, administration and similar and related costs. TEDPA shall not have any liability for any losses (in contract, tort, warranty or otherwise) incurred in connection with any typographical errors or other inaccuracies, such as in an Sponsor's name, address, phone number or email address, which may ultimately appear in the Exhibit Guide.

#### **19. Remedies.**

- a. General - In the event the Sponsor violates any of the conditions of the Sponsor's Agreement, TEDPA reserves an absolute right to invoke either or both of the following remedies, which shall be in addition to, and not in lieu of, any other rights or remedies granted under this agreement or available under general contract law.
- b. TEDPA may order the Sponsor to remove its exhibit and personnel, or have them removed under the provisions of section 16. In these circumstances, no part of the Sponsor's fees will be returned. TEDPA may refuse thereafter to enter into any agreement with the same or related signatory/Sponsor to lease booth space at future conferences, exhibits or conventions sponsored by TEDPA.

#### **20. Arbitration.**

- a. Any controversy or claim between the parties hereto arising out of or related to the provisions of the Agreement or the breach thereof, shall be settled by arbitration by one arbitrator in New York, NY, in accordance with the Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction thereof.

#### **21. Jurisdiction.**

- a. The validity of the Agreement, the construction and enforcement of its terms, and the interpretation of the rights and duties of the parties shall be governed by the laws of the State of Florida, except insofar as federal law may control any aspect of the Agreement, in which case federal law shall govern such aspect.