



Buckeye **A**ssociation of **S**chool **A**dministrators

2015 BASA Fall Conference

Exhibit Space Information

BASA Fall Conference *will be held* September 29-30, 2015

at:

Hilton Columbus at Polaris
8700 Lyra Drive
Columbus OH 43240

Phone: (614) 885-1600/ Fax: (614) 885-1605

****Deadline for Returning Exhibitor Application: September 7, 2015****

Exhibit space will consist of one ten foot exhibit area, (1) 6 foot table, (2) chairs and (1) waste basket. Carpeting is provided, and electricity is available. **Due to limited space, it is important that we receive your Exhibit Space Registration as soon as possible. You will be notified of your booth's placement no later than September 14th, 2015.** We ask that you bring a free-standing sign with your company name to place by your exhibit. The cost for an exhibit space is **\$500.00** for BASA partners and **\$1,000.00** for non-partners. BASA Premier & Gold Partners will be given first consideration!

BASA will provide up to **two** complimentary lunches per exhibit. Additional lunches can be purchased for **\$30.00** each. **Please indicate on the Exhibitor Registration Form the number of Additional Lunches you will require.**

Set-up will be from 6:00 p.m. to 9:00 p.m. on Monday, September 28th and from 6:00 a.m. to 7:00 a.m. (sharp) on Tuesday, September 29th. **Teardown will be from 10:30 a.m. to Noon on Wednesday, September 30th. All booths MUST be torn down no later than NOON.**

Shipping Instructions

It is your responsibility to arrange shipping to and from the hotel if you need to have your pop-up's, etc. delivered. This includes pre-printing the shipping labels AND calling the delivery service (UPS, FedEx) to schedule the pick-up.

If you would like to reserve space at the **BASA Fall Conference**, please enclose a check (made payable to BASA) and return the completed registration form, which is **ENCLOSED WITH THIS FORM, NO LATER THAN September 7th** to:

BASA
8050 North High St., Suite 150
Columbus, OH 43235-6486 **-or- Fax** to (614) 846-4081 ATTN: Tenecia Le'Flore

Exhibitor Registration Form

2015 BASA Fall Conference

September 29th –30th, 2015

Hilton Columbus at Polaris

REGISTRATION DEADLINE: September 7th, 2015

_____ \$500.00 per exhibit space (BASA Partners)

_____ \$1000.00 per exhibit space (Non-Partners)

_____ Number of Additional Lunches (\$30.00 each)

SPACE IS LIMITED – REGISTER NOW!

BASA PREMIER & GOLD PARTNERS WILL RECEIVE FIRST CONSIDERATION

If you are not a BASA partner, you will be advised as soon as possible as to the status of your request for exhibit space. Thank you!

Company Name: _____

Contact: _____ **Title:** _____

Address: _____

Phone: _____ - _____ - _____ **Fax:** _____ - _____ - _____

Email: _____ **Electricity Needed for Exhibit?** _____ **Yes** _____ **No**

To enable us to have printed name badges, please list ALL persons who will be at your booth. If your exhibitors change before the date of the conference, please notify BASA as soon as possible, so we can make changes before the conference begins.

NAME:

TITLE: (We ***MUST*** have titles)

Please return this form no later than September 7th, 2015 to:

BASA

8050 North High Street, Suite 150

Columbus, OH 43235

-Or- Fax to 614-846-4081

Event Sponsor Request

**2015 BASA Fall Conference
Hilton Columbus/Polaris
September 29-30, 2015**

If your company would like to sponsor or co-sponsor a break, lunch or a speaker at this conference, please fill in your company contact person/contact phone number and check the event you wish to sponsor. BASA will let you know if the event you indicate is available for sponsorship. This is on a first-come, first-served basis. Sponsors will receive recognition in the fall program, during the event, and signage at the conference.

**2015 BASA Fall Conference
September 29-30, 2015
Hilton Columbus/Polaris**

EVENT SPONSOR REQUEST

My company is interested in sponsoring the following:

Day 1: Breakfast \$2,500 Lunch \$3,500 1st Break \$1,500 2nd Break \$1,500

Day 2: Breakfast \$2,500 Break \$1,500 BASA Reception \$5000

Company Name:

Contact:

Phone: _____ - _____ - _____ Fax: _____ - _____ - _____

Email:

NOTE: If you would be interested in co-sponsoring an event, please indicate below:

Co-Sponsor Interest Event Name/Day: _____

Please return this form no later than September 7th, 2015 to:

BASA

8050 North High Street, Suite 150

Columbus, OH 43235

-Or- Fax to 614-846-4081 ATTN: Tenecia Le'Flore