



2024
A/CAPA
VENDOR
PROGRAM

ANNUAL SPONSORSHIP



A/CAPA Vendor Sponsor Form

Please fill in the form below

2024-25 A/CAPA Sponsorship Options

To join as an A/CAPA sponsor, please review the options and mark the corresponding boxes to indicate your desired participation level.

Platinum

📌 2024 Platinum Sponsorship Benefits Option: \$2,000

- Annual Institutional Membership in A/CAPA (for up to 7 members from your organization)
- Registration For 2 Individuals At The Annual Fall Conference
- Participation at the Fall Conference, November 6-8, 2024, Vendor Showcase
 - Recognition of Sponsorship During Breaks
 - Vendor Banners Displayed Throughout the Conference Venue
 - Two (2) Lunch Tickets for Wednesday and Two (2) Lunch Tickets for Thursday
 - Opportunity to Participate in SIS-alike Presentation
- Sponsor Recognition at Spring Virtual Conference, April 10-11, 2025
- Sponsor Recognition on the A/CAPA Website During the School Year
- Sponsorship of One Webinar During the School Year
- Promotion of One Vendor Webinar Presentation

Diamond

📌 2023 Diamond Sponsorship Benefits Option: \$1,000

- Annual Institutional Membership in A/CAPA (for up to 7 members from your organization)
- Registration For 2 Individuals At The Annual Fall Conference
- Participation at the Fall Conference, November 6-8, 2024, Vendor Showcase
 - Recognition of Sponsorship During Breaks
 - Vendor Banners Displayed Throughout the Conference Venue
 - Two (2) Lunch Tickets for Wednesday and Two (2) Lunch Tickets for Thursday
 - Opportunity to Participate in SIS-alike Presentation
- Sponsor Recognition on the A/CAPA Website During the School Year

Gold

📌 2023 Gold Sponsorship Benefits Option: \$500

- Annual membership into A/CAPA for one individual from the company
- Registration For One Individual At The Annual Fall Conference
- Participation at the Fall Conference, November 6-8, 2024, Vendor Showcase
 - One Lunch Ticket for Wednesday and One Lunch Ticket for Thursday
 - Opportunity to Participate in SIS-alike Presentation

Sponsor and Contact Information

Organization Name:		
Organization Contact Name:		
Contact Address:		
City:	State:	Zip Code:
Contact Phone Number:		
Contact E-mail Address:		

Marketing / Publication Information

Please fill in the information to be used in the A/CAPA marketing publications

Sales Representative Name(s):		
Product Name:		
Organization Address:		
City:	State:	Zip Code:
Organization Phone Number:		
Organization Email Address:		
A Marketing Logo is needed. Please email vp@acapa.org		

Fall Conference, November 6-8, 2024, General Information

Please review before registration submission

Payment

To secure your exhibition space, full payment must be included with your returned registration form. Upon receiving your payment, you will be assigned a number representing the order in which your payment was processed. Exhibition spaces will then be allocated in that numerical order, allowing earlier payments to select their preferred locations first.

Exhibit Schedule

Set-Up: Wednesday, November 6, 2024, 7:30 am

Breakdown: Thursday, November 7, 2024, 3:30 pm

Cancellations

The vendor fee, less a 20% charge, will be refunded before October 1, 2024. No refunds will be granted after October 1, 2024.

ID Badges

All sales representatives staffing your exhibition booth must wear identification badges. Please print legibly the names of your attending representatives.

Display Limitations

Vendors are not permitted to erect displays or other materials on their booths that would obscure the view of adjoining booths. The front area of each booth must be clear and free of any obstructions.

Vendor Registration

Upon arrival, visit the conference registration desk to receive your packet. It will contain name badges, the conference program and schedule, a welcome letter, and your assigned booth number.

Hotel

Once your registration payment has been received, you will receive a special code to book overnight accommodations at the Hershey Hotel at a discounted rate. **Please contact the Hotel Hershey at (717) 533-2171 if you require overnight accommodations.**

Shipping

If you will ship items to or from the hotel, please contact Brian Pipech at pipech@yahoo.com.

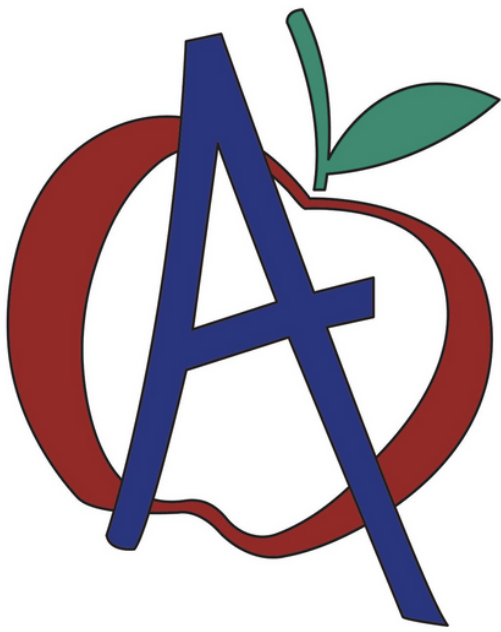
Fall Conference, November 6-8, 2024, Vendor Showcase

Please complete the applicable Fall Conference information:

Number of Additional Tables Requested: (One (1) table is included in the sponsorship. Enter the number of additional tables requested or enter (0) zero)	_____ (\$75 each additional table)
Number of Additional Lunch Tickets Requested: (Two (2) buffet lunch tickets for Platinum/Diamond Sponsorship. (1) One buffet ticket for Gold Membership. Enter the number of additional lunch tickets requested or enter (0) zero)	_____ (\$30 per ticket per day)

Please mail the completed A/CAPA sponsorship form, conference registration form, and your check payment to the following address:

A/CAPA - % Carol Tamney
Blue Chip Management
303 Concord Avenue
Exton, PA 19341
cmt@bluechipmanage.com



A/CAPA Executive Committee

Michael Speziale, Ed.D, Executive Director

Brian Pipech, Ed.D., Assistant Executive Director

Diane Szader, Ed.D, Chief Operations Officer

Byron McCook, Ed.D, Technology Committee Chair

Ken Jordan, President

Ann Bauer, Vice President

Cindi Bartholomew, Treasurer

Diane Meck, Secretary

Lori Sieber, PDE Representative

Carol Tamney (ex-officio), Blue Chip Management Service

