

CEEC 2019



special education
convention & expo

indianapolis • jan. 29-feb. 2

ALL EDUCATORS. EVERY CHILD. NO LIMITS.

EXHIBITOR AND SPONSOR
PROSPECTUS

INDIANAPOLIS ARTS CENTER

INDIANAPOLIS



special education convention & expo

indianapolis • jan. 29-feb. 2

ALL EDUCATORS. EVERY CHILD. NO LIMITS.

EXHIBIT, SPONSOR, AND ADVERTISE

at the World's Largest Expo of Special Education Products and Services

For nearly 75 years, companies that focus on special and gifted education have been participating in the CEC Annual Convention & Expo. Join us January 29-February 2, 2019 as we showcase this annual event in Indianapolis, IN. This is your prime opportunity to meet teachers, administrators, faculty, and other prospective customers who are most interested in the solutions that you offer.

ATTENDEE STATS

2018 Attendance: 4,150+

Average Age: 45 years

Who Attendees Are:

- **30%** Higher Education
- **25%** Teachers
- **20%** Administrators
- **8%** Students
- **17%** Other

Where They Work:

- **35%** Public School
- **35%** College/University
- **12%** Charter/Private School
- **18%** Other

Who They Work With:

- **19%** All Ages
- **6%** Birth–2 Years
- **19%** 3–5 Years
- **28%** K–12
- **32%** Elementary
- **22%** Middle Level
- **24%** Secondary
- **23%** Postsecondary



91% of attendees
spent time visiting
the Expo Hall



74% of attendees
are involved in
purchasing



90% of attendees
were satisfied with
their convention
experience

EXHIBIT PRICING & INFORMATION

CEC 2019

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Booth Type (Per 10' x 10')	Booth Rate
Inline Booth	\$1,900
Corner Booth	\$2,100
*Non-Profit/School System	\$1,700

Service Information

The official general service contractor is Shepard Exposition Services. The Exhibitor Services Kit will be available early October.

Hotel Information

Visit www.cecconvention.org/housing-2 for more information.

Exhibit Sales Contact

To reserve a booth, contact Kevin McDonnell at 202-367-1259 or kmcdonnell@townsend-group.com.

What's Included:

- 8' draped back wall and 3' side rails
- Complimentary listing in the 2019 Convention Program ((if submitted by November 16) and Mobile App
- Complimentary listing on the 2019 exhibits website
- Five (5) product category listings in the Mobile App
- Four (4) complimentary full convention registrations per 10'x10' booth (non-profits/school systems receive two (2) registrations per 10' x 10' booth)
- Access to the exhibitor lounge
- 24 hour security inside the exhibit hall

**Non-profits/school systems also receive a complimentary booth package that includes carpet, two chairs, one 6' draped table and wastebasket.*

It pays to be in
the Expo Hall!
Meet the best
of the best!



EXPO HALL FLOOR PLAN

Indiana Convention Center | Exhibit Halls D-E

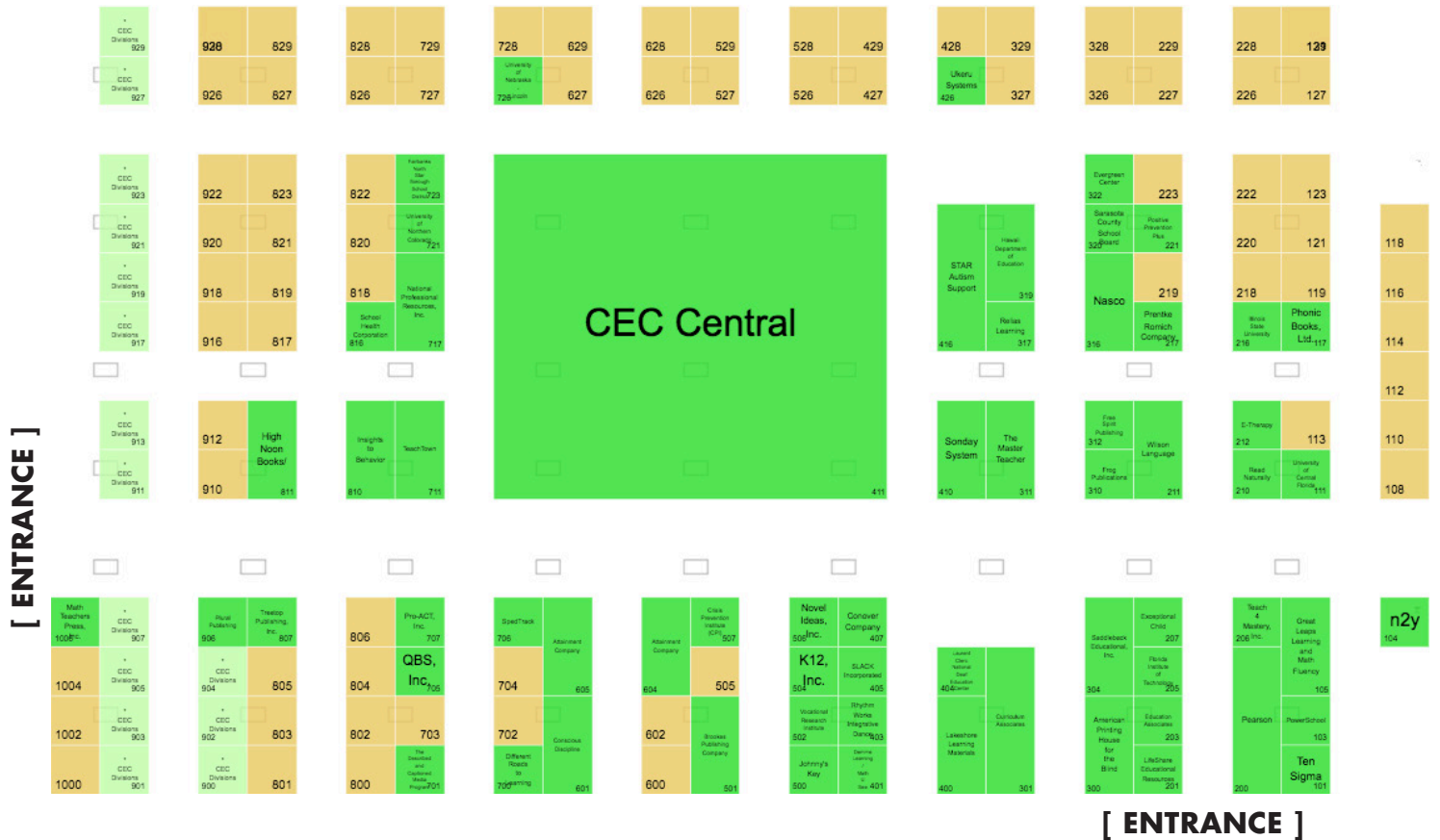
View live floor plan: bit.ly/2JMLQ44



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EXHIBITOR HOURS

Installation

Tuesday, January 29

12:00 PM – 5:00 PM

Wednesday, January 30

8:00 AM – 4:00 PM

Expo Hall Hours

Wednesday, January 30

6:00 PM – 8:30 PM

(Welcome Reception in the Expo Hall starts at 6:30 PM)

Thursday, January 31

8:30 AM – 5:30 PM

Friday, February 1

8:30 AM – 2:00 PM

Dismantle

Friday, February 1

2:00 PM – 9:00 PM



SPONSORSHIP OPPORTUNITIES

Increase your exposure by sponsoring a convention item or event!



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Yes I Can Awards Program \$12,000

Every year, CEC honors students with disabilities who excel in an area of strength or interest. Since 1982, thousands of children and youth have been recognized for their achievements in academics, arts, school and community, self-advocacy, technology and transition. The Yes I Can Awards Ceremony is an extremely moving and poignant event, and a highlight of the CEC Convention & Expo. Sponsor benefits include:

- Two-minute opportunity to address the audience
- Company logo prominently placed on the intro video loop, CEC convention website, entrance unit to the Expo Hall, and in the official convention program
- 728 x 90 banner ad on the CEC convention website Dec 2018–Jan 2019
- Full page, black and white ad in the Convention Program
- Opportunity to provide a chair drop at the 2nd General Session and Yes I Can Ceremony

Mobile App \$12,000

The Mobile App keeps convention attendees connected, engaged, and informed. This tool provides access to all convention details including exhibitor and sponsor directory, booth listing and exhibit hall map, social

media, alerts, and much more! Your company logo will be placed on the Mobile App, so attendees know who sponsored it! Sponsor also receives signage in the registration area featuring your company logo.

Tote Bags \$7,000

Walk your company name through the convention center on the CEC tote bag! Sponsor also receives a 250 x 250 banner ad on the CEC convention website Dec 2018–Jan 2019.

Wi-Fi \$5,000

Help attendees stay connected and enhance their convention experience! Benefits include:

- Logo on Wi-Fi cards handed out at registration
- Signage and logo recognition on meterboards
- Opportunity to include company name in CEC branded Wi-Fi password
- 728 x 90 banner ad on the CEC convention website Dec 2018–Jan 2019
- A thank you from CEC's president at the opening general session

Opening General Session \$4,000

Be the first to make an impression at the kick-off event for CEC 2019! This is a unique opportunity to receive

the benefits of sponsorship, while reaching thousands at one event and even more over the days of the convention. Sponsor benefits include:

- Company logo featured in the intro video loop as attendees arrive to the opening event
- A full-page black and white ad in the convention program
- 728 x 90 banner ad on the CEC convention website Dec 2018–Jan 2019
- Opportunity to provide a chair drop

Badge Holder Sponsor \$3,000

This high-profile sponsorship ensures maximum visibility. Every attendee must wear a badge with your company logo. Sponsor also receives a 250 x 250 banner ad on the CEC convention website Dec 2018–Jan 2019.

CEC Student Experience \$2,500 to \$7,500

Reach an energized audience of future teachers and first-time convention attendees. More than 800 attendees identify as student teachers and two events are planned to give them the information and networking opportunities they need as they start their careers. Call today for more information.

SPONSORSHIP OPPORTUNITIES

Increase your exposure by sponsoring a convention item or event!



Student Forum \$2,500

A 1.5 hour professional development session focused on topic areas relevant and timely for future teachers.

Student Networking Event & Happy Hour \$7,500

This popular networking event connects students with leaders in the field of special education and leaders within CEC. Sponsor benefits for either event include:

- Prominent acknowledgement in student-attendee emails before the convention
- Logo on CEC convention website and on all student forum and networking event signage and materials
- Two-minute opportunity to address the audience and introduce the presenters

- Opportunity to welcome future teachers to the networking event & happy hour

CEC Green Screen Photos \$2,500

Get your logo on every magazine cover shot taken at CEC's popular green screen. Attendees love the chance to appear on a mock cover of *Teaching Exceptional Children* and your brand will be featured!

Tote Bag Insert \$500 for exhibitors or \$1,500 for non-exhibitors

Place a flyer in the convention tote bag that all convention attendees receive. This opportunity is limited to 15 participants, so act fast!

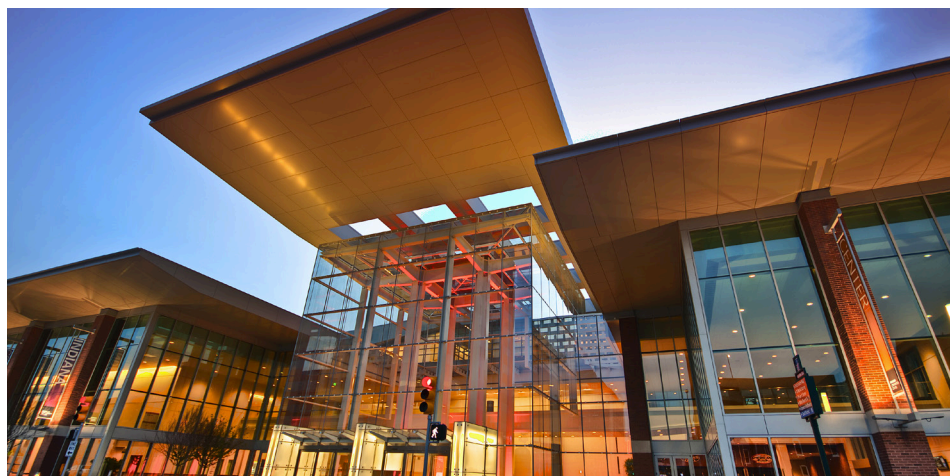
Learning Labs \$500 Exhibitors \$1,500 Non-Exhibitors

Back by popular demand, Learning Labs provide vendors an opportunity to demonstrate and showcase your products and services to a captive audience of convention attendees. One-hour time slots are set aside for Learning Labs that focus on practical technology applications for pre-K-12 age range or core educational content.

Labs are complete with podium, microphone, LCD projector, and wireless internet connection. To reserve a Learning Lab, contact Kevin McDonnell by November 16, 2018 to be included in the program. Space is limited.

Reserve your sponsorship today!

Kevin McDonnell
National Sales Manager
202-367-1259
kmcdonnell@townsend-group.com



ADVERTISING OPPORTUNITIES

Keep your brand top-of-mind when you advertise in the official CEC publications!



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Plan now to attend CEC 2019 and save on **registration**, **workshops**, and **hotels**.

- Get **BEST RATE savings** on full registration -- **as low as \$377 per person**.
- **Book your hotel** room now -- to make your stay convenient.
- **Lunch Express** is back! Save time and money.
- Save when you add any of 30 pre- and post-convention **workshops** to your registration -- **as low as \$99**.

Visit the **CEC 2019 Convention website** to download a **Planning Guide** and a **Justification Toolkit** to help you get approval to attend. You will also find information on how to get around, where to eat, and **what to do in Indy!** While you're on our web site, remember to subscribe to receive convention updates by email.

Hurry, our **BEST RATE** registration savings end June 30th.

Register & Save

CEC 2019 is being brought to you by a partnership between Council for Exceptional Children, Indiana Council of Administrators of Special Education, and the Indiana IEP Re...

Council for Exceptional Children
2900 Crystal Drive, Suite 100
Arlington, VA 22202

Visit our website Contact Us
Opt-out of CEC Convention e-mails
Unsubscribe from all CEC e-communications

Reach
40,000
special
educators!

Convention Program Guide

A key resource for CEC convention attendees, the Convention Program Guide is a cost-effective way to increase exposure and drive traffic to your booth. The program will be available online as a PDF and linked from the mobile app. Printed copies will also be available for sale onsite. Reserve your space today!

Ad Position	Trim Size	Net Rate
Cover 2, 3 or 4	8.25" x 10.875"	\$2,100
Full Page	8.25" x 10.875"	\$1,600
Half Page	7" x 4.67"	\$800

Deadlines

Space by November 30; Artwork due December 7

Ad Specifications

High-resolution PDF required. Keep live area 0.5" away from trim size for full page ads. For bleed ads, add 0.5" bleed on all sides. Convention program ads are black and white except for cover positions which are printed in 4-color. Send artwork to Kelly Yeates at kyeates@townsend-group.com.

Convention E-blasts

Reach your more than 40,000 special educators by advertising in the CEC Convention E-blasts. Starting in June, these weekly e-blasts will provide important updates on the convention and are the perfect opportunity to promote activities at your booth in the Expo Hall.

Sponsor receives:

- Exclusive sponsorship of one e-blast
- (1) 160 x 600 wide skyscraper

Ad Rate

\$1,000 per e-blast - Limited availability!

Ad Specifications

Please provide a JPG, GIF or PNG file. Artwork due one week before e-blast date. Please send ad file to Kelly Yeates at kyeates@townsend-group.com.

Application and Contract for Exhibit Space

▲ IMPORTANT

This form is used to process credit card payments and cannot be submitted via email. For your protection, please submit completed form by **fax to 202-367-2173** or by mail to The Townsend Group, 2025 M Street NW, Suite 800, Washington, DC 20036

1 EXHIBITOR INFORMATION (Company Information to be published)

Company Name	
Contact Name	Title
Mailing Address	
City	State/Province
Zip/Postal Code	Country
Phone	Fax
E-mail	Website

2 OFFICIAL EXHIBITOR CONTACT

Company Name	
Contact Name	Title
Contact Mailing Address (if different)	
City	State/Province
Zip/Postal Code	Country
Phone	Fax
E-mail	Website

3 EXHIBIT SPACE RATES & PREFERENCE (Rates listed are per 10' x 10' space. All booths are sold in 10' x 10' increments unless otherwise noted.)

	Rate Per Booth
<input type="checkbox"/> Inline Booths	\$1,900
<input type="checkbox"/> Corner Booth	\$2,100
<input type="checkbox"/> School Systems / Non-Profit*	\$1,700

*Please attach your non-profit certificate to receive the booth discount.

Booth Size: _____ (min. 10' x 10')

Total Cost: \$ _____

Booth Preferences: 1st _____

2nd _____

3rd _____

4 PAYMENT INFORMATION

- ☐ Check enclosed \$ _____ (Checks payable to CEC)
- ☐ Charge my: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Mail payments to Council for Exceptional Children, c/o The Townsend Group, 2025 M Street NW, Suite 800, Washington, DC 20036

Card Number	Amount
Name on Card	
CVV Code	Exp. Date
Cardholder Signature	

Deposit and Payment Schedule

A 50% non-refundable deposit is due with application. Any remaining balance must be paid by November 1, 2018. Exhibit space will not be held or confirmed without deposit. Failure to make payments does not release the contracted or financial obligation of Exhibitor.

Cancellation/Reduction Penalties

For cancellations received by November 1, 2018, any payment beyond 50% of the booth cost will be refunded. No refunds will be given for space cancelled on or after November 1, 2018.

5 CONVENTION PROGRAM GUIDE LISTING

Please provide a short company description to be included in the program guide and mobile app.

6 SIGNATURE AND AGREEMENT

This exhibit space application will become a contract upon acceptance with authorized signature and is based upon the exhibit floor plan, exhibit space fees, rules governing the exposition and general information that is included with this document.

Authorized Signature _____ Date _____

Print Name and Title _____

CEC USE ONLY: Date Rec'd _____ Booth(s) Assigned _____ Total Cost _____ Accepted by CEC on _____

For more information, contact Kevin McDonnell, National Sales Manager at 202-367-1259 or kmcdonnell@townsend-group.com.

CEC 2019 Exposition & Sponsorship Rules

1. PURPOSE

The purpose of the CEC 2019 Convention & Expo is to further CEC's objectives by extending learning opportunities to attendees by exposing them to new companies, products and services in the expo and offering vendor sessions. Exhibitors are limited to firms, organizations and agencies whose exhibits are in harmony with the purpose of this Exposition.

2. LOCATION OF EXHIBITS

The Convention & Expo will be held at the Indiana Convention Center in Indianapolis, Indiana.

3. SUBLEASING

Exhibitor may not sublet his exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the exhibitor's display, in which case identification shall be limited to the manufacturer's normal regular nameplate. Exhibitor may not permit non-exhibiting company representatives to operate from his booth. Rulings of CEC shall, in all instances, be final with regard to use of exhibit space.

4. OCCUPANCY DEFAULT

Any exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by CEC, and re-allocated or reassigned for such purposes or use CEC may see fit.

5. ELIGIBILITY

CEC has the sole right to determine the eligibility of any company or product for inclusion in the Exposition.

6. CANCELLATION OR CHANGE OF EXPOSITION

In the event that the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of CEC or its agents, the Exposition may be canceled or moved to another appropriate location, at the sole discretion of CEC. CEC shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of CEC. Causes for such action beyond the control of CEC shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Indiana Convention Center, municipal, state or federal laws, or act of God. Should CEC terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising there from. Refunds of "Paid Exhibit Space Fees" in the event of event termination or cancellation shall be made to exhibitors at the sole discretion of CEC and in any case, will not exceed the amount of each exhibitor's paid exhibit space fee less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by CEC through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

7. CANCELLATION/DECREASE BY EXHIBITOR

In the event of cancellation/decrease by an exhibitor, CEC shall determine an assessment covering the reassignment of space, prior services performed, and other damages related to cancellation, according to the following schedule: Through November 1, 2018, 50% of total booth rental fee; After November 1, 2018, 100% of total booth rental space fee. CEC must receive written notification of the cancellation/decrease. Date cancellation/decrease notice is received by CEC will determine above assessment charges. In the event of either a full or partial cancellation of space by an exhibitor, CEC reserves the right to reassign canceled booth space, regardless of the cancellation assessment. Subsequent reassignment of canceled space does not relieve the canceling exhibitor of the obligation to pay the cancellation/decrease assessment. Appropriate payment must be received within 15 days of cancellation/decrease.

8. LIMITATION OF LIABILITY

Exhibitor agrees to make no claim for any reason whatsoever against CEC, its employees, agents, or representatives for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents or representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the Exposition as scheduled; nor for any action or omission of CEC. The exhibitor is solely responsible for his own exhibition material and products, and should insure exhibit and products from loss or damage from any cause whatsoever. It is

understood all property of an exhibitor is in his care, custody, and control in transit to, or from, or within the confines of the exhibit hall. CEC shall bear no responsibility for the safety of the exhibitor, its personnel, employees, agents or representatives or personal property.

9. EXHIBITOR INSURANCE

The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than minimum \$1,000,000 per occurrence/\$2,000,000 aggregate coverage. Such insurance shall name CEC, The Townsend Group, Indiana Convention Center and Decorator/General Service Contractor as an additional insured. During the term hereof, the exhibitor shall maintain Workers' Compensation and Occupational Disease insurance in full compliance with all federal and state laws, covering all of exhibitor's employees engaged in the performance of any work for exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to and from the confines of the hall. Proof of such insurance, including a Certificate of Insurance, shall be provided to Show Management or its agent or representative within three (3) calendar days after request, time being of the essence. Failure to remit such proof shall be a material breach of this agreement.

10. UNION LABOR

Exhibitor shall employ only union labor, as made available by official contractors in the setting up and dismantling of the exhibits and in the operations when required by union agreements. Exhibitors planning to build special displays should employ union display companies in their fabrication, carpentry and electrical work.

11. INSTALLING, EXHIBITING, DISMANTLING

Hours and dates for installing, exhibiting, and dismantling shall be those specified by CEC. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exposition before the specified conclusion of the dismantling period set by CEC.

12. DAMAGE TO PROPERTY

Exhibitor is liable for any damage caused by exhibitor, exhibitor's agents, employees or representatives to building floors, walls, or columns, or to standard booth equipment, or to other exhibitor's property. Exhibitor may not apply paint, lacquer, adhesive or other coatings to building columns, floors or walls, or to standard booth equipment.

13. FLOOR LOADING

Under no circumstances may the weight of any equipment or exhibit material exceed the specified floor load limit of the exhibit hall. Exhibitor accepts full and sole responsibility for injury or damage to property or persons resulting from failure, knowingly or otherwise, to distribute the exhibit material and products in conformity with the maximum floor load specifications.

14. BOOTH FURNISHING AND FLOOR COVERING

Please note the rental fee covers only the booth space. Booths are unfurnished unless otherwise specified. Carpet or other appropriate floor covering is mandatory and not included in the booth rental fee.

15. ALCOHOLIC BEVERAGES

The dispensing, distribution or use of alcoholic beverages in the Exposition hall is prohibited without the express prior approval of CEC.

16. FLAMMABLE MATERIALS

No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national, state, or city fire regulations may be used in any booth.

17. LOTTERIES OR CONTESTS

The operation of games of chance or lottery devices, or the actual or simulated pursuit of any recreational pastime is permitted only on written approval from CEC.

18. NOISE AND ODORS

Noisy or obstructive work will not be permitted during open hours of the Exposition, nor will noisily operating displays, nor exhibits producing objectionable odors. CEC shall have sole discretion in determining what is noisy, obstructive or objectionable.

19. MUSIC

Any exhibitor using music must ensure that licensing fees have been paid to the appropriate agency, i.e., ASCAP or BMI. CEC is not responsible for any licensing fees for music played in exhibitor's booth.

20. OBSTRUCTION OF AISLES OR BOOTHS

Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby exhibitor's booth shall be suspended for any periods specified by CEC.

21. ATTENDANCE

Admission policies shall remain, at all times, the prerogative of CEC, and may be revised or amended to suit unforeseen conditions.

22. BOOTH PERSONNEL

Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company's product or services. Booth personnel shall wear "exhibitor" badge identification furnished by CEC at all times while they are in the exhibit area. All other employees and representatives of the exhibiting companies must register as Show Attendees. CEC reserves the right to restrict or limit the number of booth representatives. All exhibits must have personnel present during show hours.

23. HEIGHT AND NON-BLOCKING REGULATIONS

All exhibit display construction design must conform to the regulations set forth in the "Display Rules and Regulations," a copy of which is supplied to each exhibitor by CEC. "Display Rules and Regulations" provides details as to what is allowed for exhibitor's booth so as to enable use of the space without detriment to neighboring exhibitors or the Exposition.

24. ELECTRICAL SAFETY

All wiring on booths or display fixtures must meet underwriters' rules and standard fire department inspection. This applies to booth construction only and not to pre-wired radio and electronic equipment.

25. USE OF SPACE

Displays and demonstrations are limited to the confines of an exhibitor's own booth, as is the distribution of literature or other items.

26. DISPLAY

CEC shall have full authority for approval or arrangement and appearance of items displayed. CEC may, at its discretion, require replacement, rearrangement, or redecoration of any item or any booth, and no liability shall attach to CEC for the costs that may evolve upon exhibitor thereby. Exhibitors with special backgrounds or side dividers must make certain that such material is furnished in such a manner as to not be unsightly to exhibitors in adjoining booths. If such surfaces remain unfinished two hours before the scheduled opening of the show, CEC shall authorize the official decorator to affect the necessary finish and the exhibitor must pay all charges involved thereby.

27. EXHIBITOR REPRESENTATIVE'S RESPONSIBILITY

Neither the convention/exhibition sponsor, nor its show management company or other agents or representatives, or their shareholders, officers, directors, employees or contractors shall be responsible for any injury, loss, or damage that may occur to exhibitor or to exhibitor's agents, employees, affiliated personnel, officers, directors, shareholders, contractors or representatives or any of their property, businesses, or other activities from any cause whatsoever, prior to, during or subsequent to the convention or exposition event. By signing this Agreement, exhibitor expressly and voluntarily and knowingly assumes all such risk and expressly agrees, and hereby does, indemnify, defend and hold harmless the convention/exhibition sponsor, its show management company and other agents and representatives, and their shareholders, officers, directors, employees and contractors, from and against all claims and liabilities arising out of, or in any way related to, the acts or negligence of exhibitor, exhibitor's agents, employees or representatives.

28. WAIVER OF RIGHTS

Any rights of CEC under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of CEC.

30. RELOCATION AND FLOOR PLAN REVISIONS

CEC retains the exclusive right to revise the exhibition hall floor plan and/or move assigned exhibitors as necessary.

31. AMENDMENT AND ADDITION RULES

Any matters not specifically covered by the preceding rules shall be subject solely to the decision of CEC. CEC may, at any time, amend or add further rules to these rules, and all amendments made shall be binding on exhibitor equally with the foregoing rules and regulations.

32. AGREEMENT TO RULES

Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the foregoing rules and those provided and contained in the Exhibitors Manual, and by any amendments and additional rules that may be put into effect by CEC.

Application and Contract for Sponsorship

▲ IMPORTANT

This form is used to process credit card payments and cannot be submitted via email. For your protection, please submit completed form by fax to 202-367-2173 or by mail to The Townsend Group, 2025 M Street NW, Suite 800, Washington, DC 20036

1 CONTACT INFORMATION

<hr/> Company Name			
<hr/> Contact Name		<hr/> Title	
<hr/> Mailing Address			
<hr/> City	<hr/> State/Province	<hr/> Zip/Postal Code	<hr/> Country
<hr/> Phone		<hr/> Fax	
<hr/> E-mail		<hr/> Website	

2 SELECT SPONSORSHIP(S)

- | | | |
|--|--|---|
| <input type="checkbox"/> Yes I Can Awards Program \$12,000 | <input type="checkbox"/> Opening General Session \$4,000 | <input type="checkbox"/> CEC Green Screen Photos \$2,500 |
| <input type="checkbox"/> Mobile App \$12,000 | <input type="checkbox"/> Student Happy Hour \$7,500 | <input type="checkbox"/> Tote Bag Insert (Non-Exhibitors) \$1,500 |
| <input type="checkbox"/> Tote Bags \$7,000 | <input type="checkbox"/> Student Forum \$2,500 | <input type="checkbox"/> Tote Bag Insert (Exhibitors) \$500 |
| <input type="checkbox"/> Wi-Fi \$5,000 | <input type="checkbox"/> Badge Holder Sponsor \$3,000 | |

3 PAYMENT INFORMATION

- ☐ Check enclosed \$_____ (Checks payable to CEC)
- ☐ Charge my: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Mail payments to Council for Exceptional Children, c/o The Townsend Group, 2025 M Street NW, Suite 800, Washington, DC 20036

<hr/> Card Number	<hr/> Amount
<hr/> Name on Card	
<hr/> CVV Code	<hr/> Exp. Date
<hr/> Cardholder Signature	

Payment Schedule/Cancellation Policy

Full payment is due with application. Sponsorship will not be held or confirmed without payment. Sponsorships are non-refundable.

4 SIGNATURE AND AGREEMENT

This sponsorship application will become a contract upon acceptance with authorized signature and is based upon the sponsorship availability, sponsorship fees, rules governing the sponsorship and general information that is included with this document.

<hr/> Authorized Signature	<hr/> Date
<hr/> Print Name and Title	

Application and Contract for Learning Labs

⚠ IMPORTANT

This form is used to process credit card payments and cannot be submitted via email. For your protection, please submit completed form by **fax to 202-367-2173** or by mail to The Townsend Group, 2025 M Street NW, Suite 800, Washington, DC 20036

1 CONTACT INFORMATION

<hr/> Company Name			
<hr/> Contact Name		<hr/> Title	
<hr/> Mailing Address			
<hr/> City	<hr/> State/Province	<hr/> Zip/Postal Code	<hr/> Country
<hr/> Phone		<hr/> Fax	
<hr/> E-mail		<hr/> Website	

2 PROGRAM INFORMATION

Learning Labs will be accepted on a first come, first served basis. Each presentation will require a separate form. Lectern, microphone, LCD projector, screen, WiFi and extension cords are included. Submission deadline is November 16.

☐ \$500 Exhibiting Company ☐ \$1,500 Non-Exhibiting Company

Session Title:

Brief Abstract (Less than 50 words):

3 SPEAKER INFORMATION

<hr/> Speaker Name	<hr/> Title
<hr/> Company Name	
<hr/> Mailing Address	
<hr/> City, State/Province, Zip/Postal Code, Country	
<hr/> Phone	<hr/> Fax
<hr/> E-mail	<hr/> Website

ADDITIONAL SPEAKER

<hr/> Speaker Name	<hr/> Title
<hr/> Company Name	
<hr/> Mailing Address	
<hr/> City, State/Province, Zip/Postal Code, Country	
<hr/> Phone	<hr/> Fax
<hr/> E-mail	<hr/> Website

4 SELECT A TIME SLOT:

THURSDAY, JANUARY 31

- ☐ 9:45 – 10:45 AM
☐ 11:00 AM – 12:00 PM
☐ 1:00 – 2:00 PM
☐ 2:15 – 3:15 PM

☐ 3:30 – 4:30 PM

FRIDAY, FEBRUARY 1

- ☐ 9:45 – 10:45 AM
☐ 11:00 AM – 12:00 PM

5 PAYMENT INFORMATION

☐ Check enclosed \$ _____ (Checks payable to CEC)

☐ Charge my: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Mail payments to Council for Exceptional Children, c/o The Townsend Group, 2025 M Street NW, Suite 800, Washington, DC 20036

<hr/> Card Number	<hr/> Amount
<hr/> Name on Card	
<hr/> CVV Code	<hr/> Exp. Date
<hr/> Cardholder Signature	

Payment Schedule/Cancellation Policy

Full payment is due with application. Learning Lab will not be held or confirmed without payment. Learning Labs are non-refundable.

6 SIGNATURE AND AGREEMENT

This Learning Lab application will become a contract upon acceptance with authorized signature and is based upon availability, fees, rules governing the Learning Lab and general information that is included with this document.

<hr/> Authorized Signature	<hr/> Date
<hr/> Print Name and Title	

For more information, contact Kevin McDonnell, National Sales Manager at 202-367-1259 or kmcdonnell@townsend-group.com.

CEC 2019

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IMPORTANT DATES

Convention Program Space Close November 30
Convention Program Artwork Due December 7
Convention Program Listing Due December 7
Learning Lab Deadline December 7

CEC EXHIBIT & SPONSORSHIP SALES

The Townsend Group
Kevin McDonnell
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