We are excited to announce the 2019 Labor Relations Conference! Enclosed is information regarding exhibit space and sponsorship options. The dates for this year’s conference are set for September 11-12.

Labor Relations is held annually for 250-300 Superintendents and School Board members.

Exhibit times: Thursday – September 12th – 7:00 a.m. to 2:15 p.m.

Set up times: Wednesday, September 11th – between 2:30 and 4:30 p.m.
Take down times: Thursday, September 12th – after 2:15 p.m.

Booth space will be assigned on a first-come, first-served with payment basis. Should you have special requirements, please feel free to contact me.

Please complete the enclosed forms and return by **August 9, 2019** to:
Labor Relations – Exhibitor
455 South 11th Street, Suite A
Lincoln, NE 68508-2105
**Or by fax:** 402-746-7740

Should you have any questions, please feel free to contact me at (402) 476-8055 or [megan@ncsa.org](mailto:megan@ncsa.org). We hope to see you here in Lincoln in September!

Sincerely,

Megan Hillabrand
Professional Development Manager
Nebraska Council of School Administrators
Date:  
September 11th  Exhibitor set-up  2:30 to 4:30 p.m.
September 12th  Exhibits open  7:00 a.m.
  Take down  2:15 p.m.

Location:  Cornhusker Marriott
  333 S 13th St
  Lincoln, NE 68508

Booth Information:  8-ft tables, (2) chairs, table clothed only

Exhibit Exposure:  We make every effort to give exhibitors ample visitation by attendees. Breaks are all held in the exhibit hall. This group is very receptive to exhibitors, so please be courteous to your fellow exhibitors and do not tear down early.

Exhibitor Lodging:  Cornhusker Marriott
  333 S 13th St
  Lincoln, NE 68508
  (402) 474-7474
  Rate: $105

Meals:  There will be a luncheon on Thursday. Exhibitors are welcome to attend and will need to purchase a ticket for $30. (Please mark your exhibitor contract.)

Sponsorship:  There are many sponsorship opportunities available, including pre-conference sponsorship and breaks. Please contact NCSA should you have any sponsorship questions at (402) 476-8055.
COMPANY NAME______________________________________________________________

REPRESENTATIVE______________________________________________________________

ADDRESS____________________________________________________________________

CITY/STATE/ZIP______________________________________________________________

TELEPHONE_______________________ E-MAIL ________________________________

NAMES FOR BADGES AT CONFERENCE__________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

TYPE OF BUSINESS____________________________________________________________

_____________________________________________________________________________

☐ YES, I WOULD LIKE TO EXHIBIT AT THE 2019 LABOR RELATIONS CONFERENCE

COST: $425 (Make checks payable to NCSA and enclose with form)

____ Yes, I will require electricity for my exhibit booth

____ Yes, I would like to purchase _______ lunch ticket(s) for Thursday September 12th ($30.00)

Qty

The cancellation deadline for this event is August 9, 2019. No refunds will be provided after this
date. Please contact Connie at connie@ncsa.org with any cancellation requests.

___________________________________  __________________________________
(SIGNATURE)  (PRINT NAME)

RETURN THIS FORM BY AUGUST 9, 2019, TO:
NCSA – Labor Relations Exhibit
455 South 11th Street, Suite A
Lincoln, NE  68508-2105
Or by Fax: 402-476-7740

To pay with a credit card, please call NCSA at 402-476-8055.
2019 Labor Relations
September 11-12
Cornhusker Marriott - Lincoln
Sponsorship Contract

COMPANY NAME_____________________________________________________________

REPRESENTATIVE____________________________________________________________

ADDRESS____________________________________________________________________

CITY/STATE/ZIP______________________________________________________________

TELEPHONE___________________E-MAIL _______________________________________

NAMES FOR BADGES AT CONFERENCE__________________________________________

☐ Labor Relations Pre-Conference
Cost: $350

☐ Continental Breakfast
Cost: $200

☐ Labor Relations Keynote
Cost: $800

☐ Afternoon Refreshment Break
Cost: $200

Program Ads
Yes, I would like to purchase a black and white ad for the conference program:

_____ Inside Front Cover $400 (8.5” wide by 11” tall)
_____ Back Cover $400 (8.5” wide by 11” tall)
_____ Half Page $150 (8.5” wide by 5” tall)
_____ Full Page $300 (8.5” wide by 11” tall)

All Ads need to be e-mailed as a PDF to megan@ncsa.org by August 16, 2019.

(SIGNATURE)________________________________________________________________

(PRINT NAME)________________________________________________________________

RETURN THIS FORM BY AUGUST 9, 2019, TO:
NCSA – Labor Relations Sponsor
455 South 11th Street, Suite A
Lincoln, NE 68508-2105
Or by Fax: 402-476-7740

To pay with a credit card, please call NCSA at 402-476-8055.
Exhibit Space
Cost: $425
Includes:
Booth Space in Pre-Function 7:00 a.m. to 2:15 p.m. – Thursday, September 12th

Pre-Conference Sponsorship
Wednesday, September 11th
Cost: $350

Benefits to Sponsor
• Sponsor will receive recognition in the Conference Program.
• Sponsor will receive “special thanks” recognition during the pre-conference.
• Sponsor may elect to place company literature at the participant’s tables.
• Sponsor may elect to provide us with a banner to display during the event.

Keynote Sponsorship
Thursday, September 12th
Cost: $800

Benefits to Sponsor
• **Sponsor will receive complementary exhibit space.** ($425 Value)
• Sponsor will receive recognition in the Conference Program.
• Sponsor will receive “special thanks” recognition during the conference welcome and/or luncheon.
• Sponsor may elect to place company literature at the participant’s tables.
• Sponsor may elect to provide us with a banner to display during the event.

Refreshment Sponsorship
Thursday, September 12th
(Each event is a separate opportunity)
Cost: $200

Continental Breakfast
(Coffee, Teas, Pastries)

-------------OR-------------

Afternoon Refreshment Break
(Coffee, Ice Tea, Snack)

Benefits to Sponsor
• Sponsor may elect to have a complementary high-top table by refreshments during the time of sponsorship to display materials.
• Sponsor will receive recognition in the Conference Program.
• Sponsor will receive “special thanks” recognition during the conference welcome and/or luncheon.