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 spaces 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
<table>
<thead>
<tr>
<th><strong>Date</strong></th>
<th><strong>Exhibitor set-up</strong></th>
<th><strong>September 11th</strong></th>
<th>2:30 to 4:30 p.m.</th>
<th><strong>September 12th</strong></th>
<th><strong>Exhibits open</strong></th>
<th>7:00 a.m.</th>
<th><strong>Take down</strong></th>
<th>2:15 p.m.</th>
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</table>

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

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

**Exhibit Exposure:** We makes 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 Luncheon
   Cost: $800

☐ 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 and Sponsor Options

### 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.

### Luncheon or Keynote Sponsorship

**Thursday, September 12th**

(Each event is a separate opportunity)

**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.