



# Exhibitor Information

# ACTEM 2017

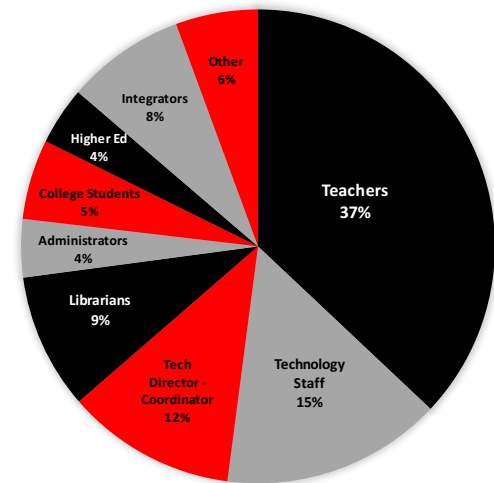
30th Annual Education Technology Conference

October 12-13 | Augusta Civic Center | Augusta, ME

## About our conference...

- ACTEM's annual conference is the largest educational technology event in Maine for educators and administrators.
- Our two-day conference features a combination of over 100 one-hour breakout and half-day workshops sessions.
- ACTEM 2016 attendance statistics showed 313 attendees on Thursday and 499 on Friday along with 125 exhibitor reps each day.
- Conference attendee breakdown by position is shown in the pie chart at right
- The Exhibit Hall will also be the primary location for keynotes and lunch seating
- An Exhibitor's Reception occurs in the hall with cash bar and hors d'oeuvres on Thursday afternoon (3:30-5:30 PM)
- ACTEM's annual ACHIEVE award winners will be announced Thursday after Exhibitor Reception (5:30-6:30PM)
- Friday's conference program includes a dedicated 45-minute mid-morning break for EXHIBITS ONLY.

## Who Attends ACTEM...



### Thursday Keynote: Ken Shelton

**Ken Shelton** currently holds an M.A. in Education with a specialization in Educational Technology as well as New Media Design and Production. He has worked as an Educator for over 14 years and most recently taught technology at the Middle School level. As a part of his active involvement within the Educational Technology community, Ken is an Apple Distinguished Educator and a Google Certified Teacher. Ken was also named to the California State Superintendent of Public Instruction's Education Technology Task Force. Ken regularly gives keynotes, presentations, and leads workshops, many of which are hands-on, covering a wide variety of Educational Technology, Technology Integration, Creative Expression, Visual Learning, Visual Storytelling, and Instructional Design topics. Ken is currently the Global Keynote Specialist and Educational Technology Strategist, for EdTechTeam.



### Friday Keynote: Rushton Hurley

**Rushton Hurley** is an educator who has worked and studied in multiple countries around the world, and who believes this is a great time to teach. He has taught at the high school and college levels, been principal of an online school, directed a professional development program, and succeeded as a social benefit entrepreneur. He loves creativity, collaborative innovation, and the potential of technology for improving communities. Rushton founded and is executive director of the educational nonprofit Next Vista for Learning, which houses a free library of over two thousand short videos by and for teachers and students at NextVista.org.



Rushton has trained teachers around the world, and regularly presents at national and international conferences. His thoughtful and practical talks center on the connection between engaging learning and useful, affordable technology, as well as professional perspectives of teachers at all levels, the power of digital media-enhanced communication, and institutional readiness in a changing world.

**Reserve your booth today at [www.actem.org](http://www.actem.org)**

## Exhibit Booth Options:

All exhibitor booth options include electrical outlets, tables (7'), chairs and Wi-Fi Internet access.

### Standard Exhibitor Booth - \$500 [18 Available • **Numbered in Black** on Exhibit Hall layout - page 4]

Standard booth space is 8' x 10' and includes one table, lunch tickets plus credentials for **one exhibitor representative**.

### Premium Exhibitor Booth - \$700 [26 Available • **Numbered in Red** on Exhibit Hall layout - page 4]

Premium booth space is 8' x 10' and is located in prime, high traffic locations along coffee/food aisles. Each premium booth includes one table plus lunch tickets and credentials for **two exhibitor representatives**.

### Super Booth - \$850 [6 Available]

Super booths are double wide (8' X 20'), prime location exhibit spaces with two tables plus credentials for **three exhibitor representatives**.

### Learning Booths - \$1300 [7 Available]

Includes a 20' X 20' area draped on three sides with hard wired Internet connection, custom number of tables and 10+ seating for a presentation area (upon request). Lunch tickets and credentials for **four exhibitor representatives** are included.

**Additional exhibitor credentials and lunch tickets are available at \$40 per company representative for any booth spaces.**

## Conference Sponsorship Opportunities

**Tier One Conference Sponsorships** - Customized to fit the specific exhibitor's needs. - Tier One Sponsorships begin at \$5,000  
[Options might include sponsorships of workshops, speakers, program advertising, meals and coffee/refreshments]

**Keynote Sponsorship** - Support of our national keynote speakers with recognition in program - \$2,000

**Thursday Lunch Sponsorship** - \$1,500

**Thursday Exhibitor Reception** - Open Bar Sponsorship - \$1,000

**Coffee/Refreshment Sponsorship** - \$1,000 [Two available]

**Afternoon Snack-Health Break Sponsorship** - \$500 [Two available]

Contact Gary Lanoie, ACTEM Executive Director for information on any of these sponsorship opportunities.

**Email:** glanoie@actem.org **Phone:** 207.222.4353

## Exhibit Facilities:

The Augusta Civic Center is located just off Interstate 95 at exit 112A, approximately a one-hour drive from the Portland Jetport. The exhibit hall is a spacious basketball auditorium. The Civic Center has wireless Internet throughout the building.

**Augusta Civic Center, 76 Community Drive, Augusta, ME 04330**

**Augusta Civic Center phone:** 207.626.2405

## Conference - Exhibit Hours

### Conference Hours:

**Thursday, Oct. 12th** - 8:00 AM - 6:00 PM

### Exhibit Hours:

**Thursday, Oct 12th** - Noon to 5:30 PM

Exhibitor Reception 3:30-5:30 PM - Appetizers will be served.  
Wine and beer available to be purchased in the Exhibits Hall.  
Drink tickets are available for \$5 each to use as handouts to customers visiting your booth during the Exhibitor Reception. Security will be provided in the exhibit hall Thursday evening.

### Exhibitor Setup Hours:

**Thursday, Oct. 12th** - 9:00 AM to Noon

### Please Note:

The Augusta Civic Center staff are very accommodating to assist exhibitors in any needs or changes you may have as you set up your exhibit space.

### Conference Hours:

**Friday, Oct. 13th** - 7:00 AM - 4:00 PM

### Exhibit Hours:

**Friday, Oct. 13th** - 7:00 AM to 2:30 PM

Coffee, juice and pastries are available in the exhibit hall in the morning for participants and vendors.  
An "Exhibits Only" break is listed on the program from 10:15 -11:00 AM.

### Exhibitor Setup Hours:

**Friday, Oct. 13th** - 7:00 AM

### Exhibitor Tear Down Hours:

**Friday, Oct. 13th** - 2:30-4:00 PM

## Delivery & Pickup

### Shipping & Delivery:

Exhibitors must take full responsibility for delivery and pick-up shipment arrangements. Please plan ahead to ensure your shipments arrive as close to October 13th as possible, and NOT BEFORE October 7, 2016. Address shipments to:

ACTEM Conference 2016  
c/o Augusta Civic Center  
76 Community Drive  
Augusta, ME 04330

### Pickup - October 14th:

FEDEX and UPS or your shipper will need to be contacted by your representative on Friday afternoon Oct. 14th to pick up outgoing shipments between 3:00-5:00 PM. Typically UPS & FEDEX drivers are easily spotted in the auditorium during those hours.

## Meals:

### Thursday Lunch:

Exhibitors on site at noon Thursday are welcome to join Thursday conference attendees for lunch served in the auditorium. Appetizers and a cash bar will be available for the Exhibitor Reception on Thursday afternoon from 3:30-5:30 PM.

There will not be an evening meal on Thursday as part of the conference. Many restaurants are available in the area around the Augusta Civic Center.

### Friday Lunch:

Exhibitors have the option of selecting a box lunch to pickup and take back to their booths or a buffet lunch in the side seating areas of the auditorium. We ask that exhibitors get their lunch early (11:15 AM) to help eliminate long lunch lines for our attendees.

## Conference Housing

Exhibitors are eligible for reduced conference motel rates of \$79 per night + tax at the following conference hotels:

**Best Western Civic Center** - Located next to the Civic Center  
Address: 110 Community Drive, Augusta, ME 04330 Phone: 207.622.4751  
Best Western Check-in time is 2:00 PM. Check-out is 12:00 noon.

**Comfort Inn Civic Center** - Located about 3/4 miles west of the Civic Center  
Address: 281 Civic Center Drive, Augusta, ME 04330 Phone: 207.623.1000  
Comfort Inn Check-in time is 3:00 PM. Check-out time is 11:00 AM.

Ask for the **"ACTEM Conference Rate"** and place your reservation prior to **October 1, 2017**.

## Vendor Sessions in the Conference Program

ACTEM has a very limited number of breakout sessions in the conference program for vendor presentations. Exhibitors interested in offering group product demonstrations are encouraged to consider contracting for a "Learning Booth" on the exhibit floor. The Program Committee will not consider an exhibitor workshop unless the lead presenter is a current educator/administrator who can share ideas for the use of the product in an educational setting.

The conference committee does offer a few breakout sessions or Box Lunch sessions for a fee to ACTEM partners and vendor members. Contact Gary Lanoie, ACTEM Executive Director for vendor session options and pricing.

## Vendor Membership

ACTEM gratefully thanks our vendor members for supporting our mission and programs each year. Exhibitors are invited to join ACTEM as a vendor member through June 30, 2018 for a \$200 membership fee. Vendor members receive a 10-day early exhibitor registration opportunity and recognitions in our conference program, quarterly newsletters and business meetings. Vendor members also have the opportunity to use the ACTEM Office meeting space for sessions throughout the year.

## Door Prizes & Booth Drawings

**Door Prizes:** Each year ACTEM receives a generous level of support from our exhibitors in providing door prizes for the closing session at the end of the day Friday. Each contributing vendor is recognized prior to the winner's name being drawn. Please indicate your willingness to contribute a door prize on your application.

**Booth Drawings:** ACTEM encourages exhibitors to offer drawings at individual exhibit booths. We will gladly announce your winners and deliver any prizes at the closing sessions if you wish.

## Conference Program Advertising

<b>Rates</b>	Full Page Ad - \$400	Half Page Ad - \$200
One-Third Page [Column Size] Ad - \$150	Quarter Page Ad - \$100	Business Card Size Ad - \$50

### SPECS for Ad Copy:

Electronic hi-res PDF copy is best at 300 DPI (100%) - Email ad copy to glanoie@actem.org by **August 1, 2017**.

## Application for Exhibit Booths

**Applications for exhibit booths must be completed online** from a link on the **Conference/Exhibitor** page at **www.actem.org**.

An invoice will immediately be generated and emailed to the exhibitor's primary contact. Full payment is due with the application.

ACTEM accepts online payment by PayPal, Visa, MasterCard, & American Express - Call the ACTEM office at 207.222.4353 to pay by credit card.

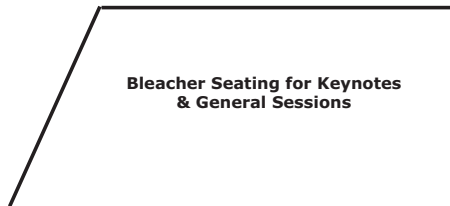
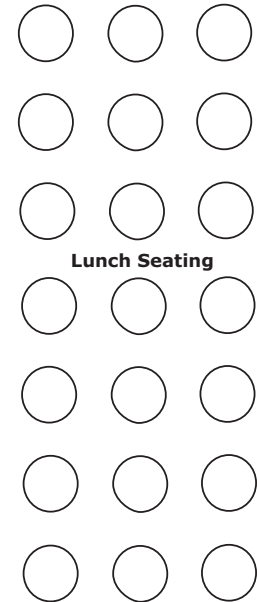
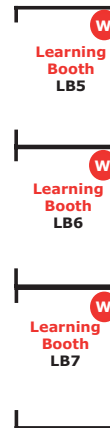
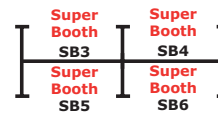
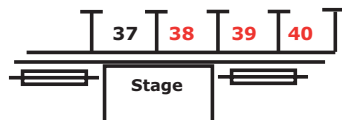
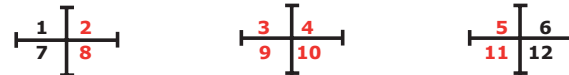
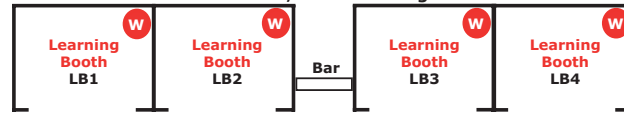
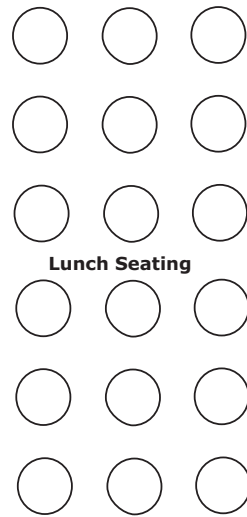
**PLEASE NOTE that exhibitor reservations fees are NOT refundable.**

## ACTEM 2017 Conference - Exhibit Hall

October 12-13, 2017 -- Augusta Civic Center



**W** = Wired Internet in Booth



Main Entrance



ACTEM - Association of Computer Technology Educators of Maine

### BOOTH KEY & PRICING

Standard Booths numbered in black - \$500  
Premium Booths numbered in red - \$700  
Super Booths (double table wide) - \$850  
Learning Booths (20' x 20') - \$1300

**Standard Booths** are numbered in **black** on the map above and **Premium Booths** are numbered in **red**. Booth assignments will be made to ACTEM vendor members first. Other booth assignments will be based on the date your exhibitor registration is received and payment completed. Please indicate a 1st and 2nd choice exhibit booth space from the map above on your online registration form.

**Online Exhibitor Registration:** Now open

**Booth Assignments:** Begin on June 1, 2017 as registrations are received

**NOTE:** ACTEM will assemble a waiting list once exhibit space is full.

## ACTEM Contact Information

**Mailing Address:** ACTEM, Attn: Gary Lanoie, P.O. Box 187, Gorham, ME 04038

**Phone:** 207.222.4353

**FAX:** 207.222.2057

**Email:** glanoie@actem.org