

SummiT Conference 2025

Sponsor Terms + Conditions

SummiT Hours are as follows:

- Tuesday, June 24, 2025– 9:30AM–4:00PM (Vendors present)
- Wednesday, June 25, 2025– 8:00AM–2:30PM (No vendors present)
- *(All times listed are in Central Time)*

I. GENERAL CONFERENCE SPONSORSHIP INFO

A. COFFEE SPONSORSHIP (\$300)

Provide coffee to all attendees on the first day.

- Recognition as a sponsor on emails, website, and other digital communications
- Recognition on conference signage
- 2 registrations for company representatives
- Complimentary listing in the event app

QTY: 1

B. CONFERENCE SPONSORSHIP (\$500)

Includes the following:

- Recognition as a partner on emails, website, and other digital communications
- Recognition as partner in conference signage
- Opportunity to provide a giveaway
- 2 registrations for company representatives
- One (1) 6-foot display table and 2 chairs
- Attendee list (email, name, district, title) two weeks before the conference
- Complimentary listing in the event app
- Wi-Fi + Electricity

QTY: 12

C. BREAKFAST SPONSORSHIP (\$800)

Provide breakfast to all attendees on the second day.

- Host and network at a breakfast for SummiT attendees
- Offer a two-minute welcoming remark
- Opportunity to provide a giveaway
- Recognition as a sponsor on emails, website, and other digital communications
- Recognition on conference signage
- 2 registrations for company representatives
- One (1) 6-foot display table and 2 chairs
- Attendee list (email, name, district, title) two weeks before the conference
- Complimentary listing in the event app
- Wi-Fi + Electricity

QTY: 3

D. LUNCH SPONSORSHIP- DAY ONE (\$1000)

Provide lunch to all attendees on the first day

- Host and network during lunch for Summit attendees
- Offer a two-minute welcoming remark
- Opportunity to provide a giveaway
- Recognition as a sponsor on emails, website, and other digital communications
- Recognition on conference signage
- 2 registrations for company representatives
- One (1) 6-foot display table and 2 chairs
- Attendee list (email, name, district, title) two weeks before the conference
- Complimentary listing in the event app
- Wi-Fi + Electricity

QTY: 2

E. LUNCH SPONSORSHIP- DAY TWO (\$900)

Provide lunch to all attendees on the second day

- Host and network during lunch for Summit attendees
- Offer a two-minute welcoming remark
- Opportunity to provide a giveaway
- Recognition as a sponsor on emails, website, and other digital communications
- Recognition on conference signage
- 2 registrations for company representatives
- Attendee list (email, name, district, title) two weeks before the conference
- Complimentary listing in the event app
- Wi-Fi + Electricity

QTY: 2

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F. SOCIAL SPONSORSHIP (\$2,500)

Debrief after the first day over food and drinks during the Summit Social. The social sponsorship includes:

- Host and network at an evening social for Summit's attendees
- Offer a five-minute welcoming remark
- Opportunity to provide a giveaway
- Recognition as a sponsor on emails, website, and other digital communications
- Recognition on conference signage
- Complimentary listing in the event app

QTY: 1

G. POWER BANK SPONSORSHIP (\$3000)

Provide each attendee with a co-branded power bank. This sponsorship also includes:

- Recognition as a partner on emails, website, and other digital communications
- Recognition as partner in conference signage and in other printed materials
- Opportunity to provide a giveaway
- 2 registrations for company representatives
- One (1) 6-foot display table and 2 chairs

- Attendee list (email, name, district, title) two weeks before the conference
- Complimentary listing in the event app
- Wi-Fi + Electricity

QTY: 1

II. SETUP/BREAKDOWN

A. SETUP Sponsor setup is on **Tuesday, June 24, 2025** from 8:30AM-9:30AM.

B. BREAKDOWN Sponsor breakdown is on **Tuesday, June 24, 2025** from 3:30PM-4:30PM.

C. MATERIALS All materials and supplies must be removed from the CIF Building by 4:30PM on Wednesday, June 25.

D. SHIPMENTS Any materials shipped to the event site must arrive on June 23, 2025. The event site cannot accommodate a large semi-truck at their loading dock, but any delivery truck with a liftgate or a regular box truck can unload at their loading dock. The event site must have notice of an approximate time of delivery to ensure a staff member is available to receive the delivery. If you are having materials shipped, you must communicate the shipment details to the Event Coordinator (Kara Zelhart) at events@ltcillinois.org.

III. REGISTRATION/BADGES

A. REGISTRATION Sponsors receive up to (2) complementary badges per table contracted. All booth staff registered must be employees or contractors of the company contracting the booth space and must wear a conference badge.

B. SPONSOR BADGES will be available onsite at the Registration desk. Check-in is on Tuesday, June 24 from 8:30AM-9:30AM. The deadline for completing the badge form is May 16, 2025. Failure to complete the badge form by May 16, 2025 may result in additional fees.

Additional Badges - to request additional badges beyond the complementary badges provided with booth purchase, please contact the LTC Event Coordinator at events@ltcillinois.org for the prevailing registration fee.

C. CANCELLATIONS received in writing to events@ltcillinois.org by Friday, May 30, 2025, will be honored, and the exhibit fee will be returned, less a \$100 cancellation fee. Booth cancellations after May 30, 2024, are not refundable, and LTC reserves the right to resale cancelled booths.

IV. SALES

A. SALES ON EXHIBIT FLOOR IS ALLOWED The showcase and sale of school products and services for educational and informational purposes is allowed.

V. PHOTOS/VIDEO

A. PUBLICITY USE OF PHOTOS OR VIDEO Sponsor agrees that LTC may list Sponsor in show promotional materials and or use photography and or video taken at show for publicity purposes without compensation.

VI. LIABILITY/INSURANCE

A. LIABILITY Exhibitors agree to protect, save, and hold the Campus Instructional Facility Building (CIF), the Learning Technology Center of Illinois (LTC), and all agents and employees thereof (hereinafter collectively called Indemnities) harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor. Further, the exhibitor shall, at all times protect, indemnify, save and hold harmless the Indemnities against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees or business invitees, which arise from or out of or by reason of said exhibitor's occupancy and use of the exhibitions premises, the event location or any part thereof.

B. INSURANCE The CIF Building and LTC will exercise reasonable care for the protection of exhibitors, materials, and displays beyond which they, separately or collectively, can accept no responsibility for the loss of, or damage to, any of the said materials or displays. EXHIBITORS WHO DESIRE TO CARRY INSURANCE ON THEIR EXHIBIT MUST PLACE IT AT THEIR OWN EXPENSE.

C. CLAIM FOR INJURIES OR LOSS It is expressly agreed that LTC or CIF Building shall not be liable or held responsible for any losses, damages or injuries which may be sustained or incurred by any person whomsoever, who may be on the premises leased by or assigned to an exhibitor, or watching, observing, or participating in any demonstration or exhibit or an exhibitor, including (but not limited to) any agent, employee, or representative of an exhibitor. The exhibitor expressly agrees that he will hold, keep and save harmless, and indemnify LTC or the CIF Building from any and all such claims.

VII. EVENT CONTACTS

- Kara Zelhart, Event Coordinator (kzelhart@lucillinois.org)
- Duane Shaffer, Director of Technology Services (dshaffer@lucillinois.org)
- General Event Inquires (events@lucillinois.org)