

NAFSA: ASSOCIATION OF INTERNATIONAL EDUCATORS

Region II: Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, Utah, Wyoming

We would like to invite you to participate as an exhibitor/advertiser/sponsor in conjunction with the upcoming NAFSA: Association of International Educators Region II conference in **Fort Collins, Colorado**. We are expecting about 250 people at this year's conference, which will be held at the Hilton Fort Collins Hotel from **October 25 to 28, 2011**. Check out www.fortcollins.hilton.com

The theme of the conference is **"Sustaining International Education."** We encourage you to support this theme by offering environmentally friendly promotional material, reducing our use of materials, and participating in recycling efforts. The exhibit space is located along the atrium outside the meeting rooms. The atrium runs from the ballroom to the main lobby and coffee breaks will draw traffic into the atrium.

Please see the attached form for fees and ways for you to be involved. Workshops are on Monday and Tuesday. The Opening Reception is Tuesday evening 6-8 p.m., Oct. 25. Exhibitor set-up will begin at 8:00 a.m. on Wednesday (The hotel says we may have access to the atrium as early as 9:00 p.m., Tuesday, the 25th for exhibitor setup). The exhibit area will be open to conference attendees from the morning of Wednesday, October 26 through the afternoon of Thursday, October 27. Some offsite events are planned for Thursday afternoon. Lunch on your own is noon to 2 p.m. Sessions will resume around 2:15 p.m. to 3:30. Late Thursday afternoon is the popular brewery tour. Sessions continue on Friday morning. **Go to <http://www.nafsa.org/nafsaregions/> for the latest information. Please check back often as the site is being updated.**

If you would like to exhibit, sponsor an event, or advertise at the NAFSA conference, please indicate this on the enclosed form. Likewise, if you are unable to attend the conference but would like to purchase advertising space in our conference brochure and signs or include your own insert in the registration packet, please indicate this on the enclosed form.

Please direct all correspondence, payments, exhibitor registration forms (which include opportunities for sponsoring events), and advertising to:

Adam Breen
Terra Dotta
3428 E. Gold Dust Avenue
Phoenix, AZ 85028
TEL: 480-234-1650
Adamb@terradotta.com

At the **Fort Collins Conference**, one of our concerns is to reduce our impact on the diverse world we love. We encourage you to support this theme by offering environmentally friendly promotional material, reducing our use of materials, and participating in recycling efforts. We also encourage casual wear including jeans.

Fall is a beautiful time in Colorado. Depending on the weather you can find yourself walking along the river or enjoying old town. It is the perfect place for activities that promote our natural environment. We look forward to your participation at our conference in Fort Collins.

Sincerely,

Mark H. Hough
mhough@hthworldwide.com
Exhibit Co-Chair
NAFSA: AIE, Region II

Adam Breen
adamb@terradotta.com
Exhibit Co-Chair
NAFSA: AIE, Region II

For Your Information:

Conference Registration:

- Registration is included for one exhibitor from your organization. Please **do not** fill out the regular conference registration form for this one person from your organization. Additional exhibitors must register separately for the conference. Registration forms will be available on-line by August 1.
- Hotel reservations must be made **directly** with the hotel by using their online reservation system.
Web page address is: http://www.hilton.com/en/hi/groups/personalized/F/FNLCOHF-AIE-20111022/index.jhtml?WT.mc_id=POG
Group Name: Association of International Educators
Group Code: AIE
Phone Number: 970-494-2947
Please visit www.fortcollins.hilton.com and enter the details of your stay.

The last day to book a hotel room at the conference rate is September 30, 2011. The Conference rate is \$109 per night plus 11.55% tax.

Exhibit Area:

- The Exhibit Area will be in the atrium and pre-function areas of the hotel just outside the ballrooms. The lobby is at one end so the atrium is a natural gathering place. The coffee breaks will be set up in the atrium. Most session/meeting rooms open into the atrium and it is excellent for exhibiting. Unfortunately, the area will not be secured after hours.
- The official exhibit opening will be Wednesday morning, October 26 at 10:00 AM.
- Coffee breaks will vary from day to day but, in general, they will take place at about 10:15 - 10:45am and 3:15 - 3:45pm.
- Ship items to the following address to arrive no sooner than October 21st and no later than October 26th. If you are staying at the hotel, send to yourself at:
C/o Hilton Fort Collins, 425 West Prospect Road, Ft. Collins, CO 80526
Tel: 970-482-2626 Fax: 970-493-6265
Please note that shipping directly to the hotel will mean no items can arrive sooner than Friday, October 21st.

Advertising:

- All exhibitors receive a free 1/4 page ad in the 8.5" x 11" program book. This free ad may be upgraded to a larger ad by paying the difference above the \$100 allowance for a 1/4 page ad.
- Art work must be emailed via .pdf file to Angela Perryman, angela.perryman@colostate.edu, **no later than August 12th**. Advertising space will be assigned on a first-come/first-serve basis. All art work must be black and white. All fonts and graphics must be embedded in the image.

Meals:

- The Plenary Lunch and both Breakfast meals are included for the one person from your organization receiving the complimentary registration. (Other persons from your organization should fill out the regular conference registration form(s) and pay separately from this Exhibitor's Registration form.) However, we want to reduce the waste of unused meals. Please indicate on the exhibitor registration form which, if any, of the three meals you plan to attend. The Opening Reception is included in the fee for all conference registrants.

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Region II Annual Conference

October 25 – October 29, 2011, Hilton Fort Collins Hotel, Fort Collins, Colorado

SPONSOR, EXHIBIT, & PROGRAM ADVERTISEMENT REGISTRATION FORM

Contact person: _____ Company: _____

Person attending conference: _____

(One person only is covered under the exhibitor fee, so please only list this one person here. Others attending should fill out a regular conference registration form, pay the fee and send it to the conference registrar under separate cover.)

Title: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Phone: _____ Fax: _____ Email: _____

PLEASE CHECK ALL THAT APPLY.

Yes, I would like to be an EXHIBITOR during the conference. I will pay \$550 for an exhibit space with a 6' table and a chair, one complimentary conference registration for one individual and a 1/4 page advertisement in the conference program*. All exhibitors will be located in the North/East/South Atrium. Reservations are due by August 12, 2011.

The number of exhibitors is limited, so register early!

Yes, I would like to purchase **ADVERTISEMENT** space in the conference program for an ADDITIONAL cost.*

<input type="checkbox"/> Back cover (\$ 500)	<input type="checkbox"/> Inside back cover (\$ 350)
<input type="checkbox"/> Inside front cover (\$450)	<input type="checkbox"/> Business card (\$ 50)
<input type="checkbox"/> Quarter page (\$ 100) 3.25" x 4.75"	<input type="checkbox"/> Full page (\$ 250) size: 7" x 10"
<input type="checkbox"/> Half page (\$ 150) size: 7"x 4.75" (horizontal x vertical)	

*Note: Only PDF art will be accepted. All art work is due by August 12, 2011.

Registration Packet Flier, cost: \$200 (Vendor provides 250 copies of the flier)

Yes, I would like to **SPONSOR** a special event. You may sponsor or co-sponsor any of the events below.

(check below your choice of event and circle or otherwise indicate the dollar amount)

- Opening Reception, Sponsor: \$1,000. Co-sponsor: \$500
- Coffee Breaks - 4 breaks throughout the conference. Cost: \$250 for each break (number of breaks?)
- Plenary Luncheon, Sponsor: \$1,000. Co-sponsor: \$500

Yes, I would like to ATTEND the following meals:

Meals: Plenary Lunch (Wed. 12-1:45) Breakfast (Thurs. 8-9) Breakfast (Fri. 8-9)

All requests are accepted and determined in order of registration form and check received.

Note: Agreement to accept a donation does not provide the donor with the right to use NAFSA's name or logo or to imply NAFSA's endorsement.

In Case of an Emergency Contact: Name: _____ Phone: _____

Please send this form and check to:

(check payable to "NAFSA: Region II")

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