



## 70<sup>th</sup> Annual Trade Show

April 29<sup>th</sup>, 2015

Radisson Hotel, Saskatoon, SK



**SASKATCHEWAN ASSOCIATION OF SCHOOL BUSINESS OFFICIALS**

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[www.sasbo.com](http://www.sasbo.com)

## General Information

SASBO's membership consists of 150 women and men in Saskatchewan who take a hands-on approach and manage every aspect of operating a school division including chief financial officers, finance, facilities, communications, information technology, transportation and HR. School business officials determine what services and which providers are right for the schools in their divisions. They may be looking for solutions in:

- Budget development and administration
- Audit management
- Management of financial resources
- Computer technology
- Communication techniques and strategies
- Human Resources management systems
- Employee benefits
- Investments
- Energy and conservation
- Design and construction
- Purchasing and inventory management
- Risk management
- Environmental issues
- Student transportation
- Plant operation and maintenance
- School security, professional development and so much more...

**SASBO realize that your organizations may have or will be asked to participate in other educational trade shows this spring and summer, that being said, we certainly have appreciated your past support and look forward to seeing you again in April 2015 and believe our show provides value and exposure to contacts needed in school divisions.** When SASBO members attend the Annual Convention, they are looking for information about products and services that they can apply to their every day challenges. Exhibitors can respond to these needs with state-of-the-art services, materials and equipment showcased in exhibits through sponsorships and opportunities to network. Dollar for dollar, you will not find a better bargain anywhere when it comes to reaching the best educational market for your products and services.

## Trade Show Information

**When:** Wednesday, April 29<sup>th</sup> 2015

**Time:** 3:30 p.m. to 8:00 p.m.

**Where:** Michelangelo ABC Room Radisson Hotel

**Address:** 405 20<sup>th</sup> St E, Saskatoon Saskatchewan S7K 6X6  
**Phone:** (306) 665-3322 **Fax:** (306)665-5531 **Website:** www.radisson.com

**Set-Up:** 10:00 – 3:00 p.m.

**Take-Down:** 8:00 – 9:00 p.m.

**Online Registration – online registration will be available February 17<sup>th</sup> 2015, however you can still email your intent to participate to pbenson@sasbo.com. The link to the online registration will be posted on the SASBO web site under Upcoming Events.**

**Handy Special Events** is our Event Coordinator. Brian Schaan of Handy Special Events can be reached at (306) 933-2727

**Booth Specifications:** **\$650** (10x10' booth); **\$1100** (20x10' booth); **\$1500** (30x10' booth) and includes:

- 8' high backwall drapes and 3' high sidewall drapes
- 1 skirted table and 2 chairs (10x8);  
2 skirted tables and 4 chairs (20x8);  
3 skirted tables and 6 chairs (30x8)
- 1 – 600 watt duplex outlet available (**please supply your own extension cords**)
- Internet Access available
- Onsite personnel from Handy Special Events during set-up and take-down
- Representatives: 10x10 booth – up to 2 people in booth; 20x10 booth – up to 4 people in booth; 30x10 booth – up to 6 people in booth
- If you have more people than the above specified number of representatives, there will be a charge of \$50 for each additional person
- 4 hours of dedicated show time
- Opportunity to address the delegates on your product (2-4 minutes presentation at a scheduled time period during trade show.)
- Complimentary food and bar service provided by SASBO during show time
- Participation in SASBO's "Knock 'em Down" Tile Game. One lucky winner will be awarded a free booth (10x10) at the 2015 Trade Show. Last year's prize winner was Maplewood.
- Link to your company website for one year.

**Apply early**, as space availability will be restricted to **35 booths** and will only be confirmed following receipt of a completed registration form. **This online registration form can be found on the SASBO web site (after February 16<sup>th</sup>) - [www.sasbo.com](http://www.sasbo.com) under upcoming events/event forms.**

**Shipping:** If you need to make special arrangements for shipping your booth materials, please contact the hotel sales and catering at (306) 667-2364.

**Door Prizes:** are welcomed and sincerely appreciated! If you can supply a door prize please indicate clearly on your application that you will be doing so. Door prizes will remain at your booth and SASBO representatives will travel around near the end of the evening to allow you to say a few words and make the draw for your door prize.

**Dress Code:** The dress code for our Trade Show is business casual.

**Payment:** This year we will have on-line registration with the ability to make payment by credit card. A receipt will automatically be created when making payment by credit card. If you wish to be invoiced you will simply have to let Phil know and your registration can be inputted manually and an invoice created.

**Cancellations:** A refund less a \$150 administration charge per booth will be issued if cancellation is received in writing by March 31<sup>st</sup> 2015. **After April 1<sup>st</sup>, 2015, fees are non-refundable.**

**Hotel Accommodation:** A block of rooms have been reserved for the conference and the deadline for reservations will be March 30<sup>th</sup> 2015, reservations received after this date is subject to space and rate availability.

## Sponsorship Opportunities

Sponsorship dollars are used to offset speaker fees, refreshment breaks, social activities and entertainment. Your support allows us to provide an exciting and action-packed program at an affordable registration fee for participants. Sponsorship opportunities and benefits are:

### Convention Platinum (\$3,000+)

- 1/4 page recognition in Annual Convention booklet
- Recognition in annual SASBO Administrators Magazine
- Opportunity to display materials at Annual Convention Registration Desk, Vendor Informational Table or distribute to membership (if contained PDF formatted file or CD).
- Link to your company website for one (1) year
- Four (4) tickets to the Past President Luncheon Thursday April 30<sup>th</sup> 2015.

### Convention Gold (\$2,000+)

- 2" color logo recognition in Annual Convention booklet
- Opportunity to display materials at Annual Convention Registration Desk and Vendor Informational Table.
- Link to your company website for one (1) year
- Two (2) tickets to the Past President Luncheon Thursday April 30<sup>th</sup> 2015

### Convention Silver (\$1,000+)

- 1" color logo recognition in Annual Convention booklet
- Opportunity to display materials at Annual Convention Registration Desk
- Link to your company website for one (1) year

### Convention Bronze (\$750+)

- ½" black and white logo recognition in Annual Convention booklet
- Link to your company website for one (1) year

### Nutrition/Coffee Break Sponsor (\$500+ – 3 available)

- Same sponsorship recognition as a Bronze Sponsor plus...
- Signage at coffee table (provided by SASBO)
- Recognition in the convention program.

If you would like to be a sponsor of this year's program, please check the appropriate space on the application form which can be found at [www.sasbo.com](http://www.sasbo.com) under the coming events tab.

**Logos:** Color logos are to be provided in .jpg format to [pbenson@sasbo.com](mailto:pbenson@sasbo.com) by **March 1<sup>st</sup>, 2013**.

**Signage:** will be provided by SASBO.

## Contact Information

**Phil Benson, Executive Director:** (306) 569-0750, cell (306) 551-8820 or [pbenson@sasbo.com](mailto:pbenson@sasbo.com)