

# SASBO

Saskatchewan  
Association of  
School  
Business  
Officials

*The Business of Education*

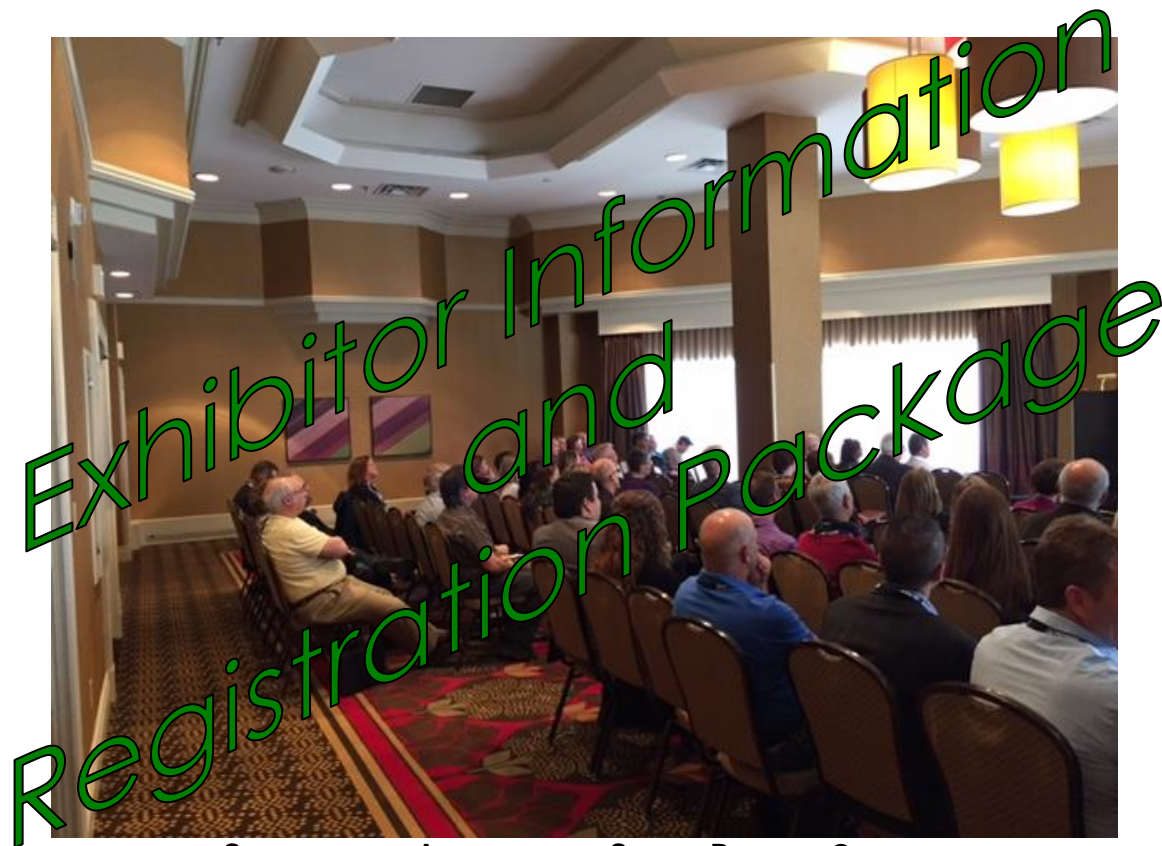


## 73rd Annual Trade Show

April 25<sup>th</sup>, 2018

Hilton Double Tree Hotel, Regina, SK

“The Business of Education”



**SASKATCHEWAN ASSOCIATION OF SCHOOL BUSINESS OFFICIALS**

#400 2222 13<sup>th</sup> Ave • Regina, SK • S4P 3M7

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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, procurement 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 said we certainly have appreciated your past support and look forward to seeing you in April 2018. We 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 25<sup>th</sup> 2018  
**Time:** 4:00 p.m. to 8:00 p.m.  
**Where:** Hilton Double Tree Hotel - Regina  
 Address: 1975 Broad Street – Regina Sask. S4P 1Y2  
 Phone: (306)525-6767 Toll free 1-800-222-8733 Fax: (306)352-1858 Website: [www.doubletree.com](http://www.doubletree.com)

**Set-Up:** 11:00 – 3:00 p.m.

**Take-Down:** 8:00 – 9:00 p.m.

**Online Registration** – **online exhibitor registration will be available January 5<sup>th</sup> 2018. The link to the online registration will be posted on the SASBO web site [www.sasbo.com](http://www.sasbo.com) under Events and emailed to those vendors having shown an interest in purchasing a booth via email to the SASBO office prior to the online registration having opened.**

See the video of a previous SASBO Trade Show event by clicking on the link below

<https://youtu.be/GrLuzs7GC0w>

**The Special** Event Coordinator will be GES from Regina (306) 347-8280.

**Booth Costs & Specifications:** **\$700** (8' x 8' booth); **\$1200**(16 x 8' booth); **\$1800** (24 x 8' booth) and includes:

- 8' high backwall drapes and 3' high sidewall drapes
- 1 skirted table and 2 chairs (8x8);  
2 skirted tables and 4 chairs (16x8);  
3 skirted tables and 6 chairs (24x8)
- 1 – 600 watt duplex outlet available (**please supply your own extension cords**)
- Internet Access availability
- Onsite personnel during set-up and take-down
- Representatives: 8 x 8 booth – up to 2 people in booth; 16 x 8 booth – up to 4 people in booth; 24 x 8 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 tonnie 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 (8\*8) at the 2018 SASBO Trade Show. Last year's prize winner was **Konica Minolta**.
- Link to your company website for one year.

**Apply early**, as space availability will be restricted to **32 booths** (although there may be opportunities for additional booths in the foyer outside the main trade show area). **Confirmation** will be in the form of a receipt provided once online registration has been completed. **The online registration form can be found on the SASBO web site (after January 5<sup>th</sup> 2018) - [www.sasbo.com](http://www.sasbo.com) under events.**

**Shipping:** If you need to make special arrangements for shipping your booth materials, please contact the hotel sales and catering at (306)525-6767.

**Door Prizes:** are welcomed and sincerely appreciated! If you can supply a door prize please indicate clearly on the registration form 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 casual.

**Payment:** Again, this year we will have on-line registration with the ability to make payment by credit card for your booth and any sponsorship you may wish to commit to. A receipt will automatically be created when making payment by credit card. If you wish to be invoiced you will simply have to indicate that on the registration sheet and an invoice will automatically be generated otherwise let Phil know, an invoice can be created manually and forwarded to you.

**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> 2017. **After April 1<sup>st</sup>, 2017, fees are non-refundable unless another vendor requests and uses the booth.**

**Hotel Accommodation:** A block of rooms under the name "SAS" have been reserved for the conference and the deadline for reservations will be **April 7<sup>th</sup> 2017**, 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 (\$4,000+)

- 1/2 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 in electronic format).
- Link to your company website for one (1) year
- Invitation to attend the opening keynote speaker address
- Opportunity to bring greetings on behalf of your company
- Opportunity to be one of three vendors to present at our new vendor luncheon session
- Four (4) tickets to the Past President Banquet Thursday Evening April 26<sup>th</sup> 2018.

### Convention Gold (\$2,500+)

- 2" color logo recognition in Annual Convention booklet
- Opportunity to display materials at Annual Convention Registration Desk and Vendor Informational Table.
- Opportunity to bring greetings on behalf of your company at the Thursday or Friday breakfast.
- Link to your company website for one (1) year
- Two (2) tickets to the Past President Banquet Thursday Evening April 26<sup>th</sup> 2017

### 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 (\$750+ – 3 available)

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

### Vendor Presentation Opportunity (Trade Show Booth plus \$700.00 – 3 available)

- Three vendors will be provided with a 45 minute time slot in which they can make presentations on their products to those delegates wishing to attend.

- In order to be considered for the presentation time slot, the vendor will have had to participate in the trade show the day prior or be one of the Platinum sponsors. (Delegates will be provided with box lunches which they can take to the vendor presentation rooms, where they can listen to the vendors' presentations while they enjoy lunch.
- Should one of the Platinum sponsors wish not to make a vendor presentation then consideration will be given to other vendors meeting the above referenced qualifications.

If you are interested in being one of the presenting vendors please forward an email indicating your interest directly to [pbenson@sasbo.com](mailto:pbenson@sasbo.com). The SASBO Convention committee reserves the right of choosing the successful vendors (previous commitment to past trade shows and current year sponsorships will also be a factor).

**Logos:** Color logos are to be provided in .jpg format to [pbenson@sasbo.com](mailto:pbenson@sasbo.com) by **March 2<sup>nd</sup>, 2018**.

**Recognition Signage:** will be provided by SASBO unless you have specific signage you wish displayed.

**Trade Show write-up:** if you are planning to participate in the vendor trade show, please ensure that you provide descriptor of your name, organization/product and contact information in the space provided within the online registration sheet. These descriptors will be utilized in the trade show program.

## Contact Information

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