

Telecommunications Equipment Distribution Program Association

2024 SPONSOR CONFERENCE PACKET

"Galloping Toward Inclusive Communication"

September 4-6 Louisville, KY

Greetings TEDPA Sponsors!

We're excited to invite you to the 2024 TEDPA Conference in lovely Louisville Kentucky, Home of the Kentucky Derby, on Thursday, September 5 through Saturday September 7, 2024 at the Galt House Hotel.

We hope you will join us for the 24th TEDPA Conference "Galloping Toward Inclusive Communication". In attendance will be representatives of State Equipment Distribution Programs from across the country who work within government, nonprofit, and corporate sectors.

Topics we hope to explore:

- Latest Technology.
- User Panels.
- Broadband Expansion.
- Better Wireless Access.
- Other Pertinent Communication Topics.

Once again, the Agenda will provide Sponsors with an opportunity to meet with each State Member during the "Speed Networking". Also, the Agenda will allow Sponsors to have a personal interaction with State Members during the "Bingo with the Sponsors" game. In addition, Sponsors will have an opportunity for "Stage Time" which allows you to share your information with the members as a whole, specific to your new and upcoming technology. This is a first come first serve basis and length of time and placement are dependent on Sponsorship Level of "Win" (Gold), "Place" (Silver) and "Show" (Bronze). Each level is outlined in the following pages and a Sponsorship Registration Form is also included. On-site registration is available Wednesday, September 4, 2024.

We would be honored to have you sponsor and network with our organization as you showcase your organization that can impact and empower each of the states' Equipment Distribution Programs. Since our Conference has been out of synch over the past few years, we hope this conference will bring us all together to share in the latest and greatest you have to offer.

If you have any questions, please do not hesitate to contact Jessica Endler at 502-385-0545 (vp) or jessica.endler@ky.gov.

Looking forward to seeing you in Kentucky.

Racing for the Roses,

TEDPA Board and Planning Committee

***Sponsor Registration Forms are due by June 30, 2024, using the attached form.

SPONSORSHIP LEVELS

The three (3) sponsorship levels are listed below with detailed descriptions of each level. All sponsoring corporations or organizations must provide their <u>logos</u> and <u>advertisements</u> with their registration for inclusion in the conference program.

GOLD level- 'WIN'

\$5,000

- Gold sponsorship recognition
- Full page (8.5" W X 11" H) color advertisement in the conference program
- Premium Gold Sponsor exhibit space (2 tables)
- 20 minutes of Stage Time during one of the preferred time slots for Sponsor Sessions
- Access to the sponsor's section of TEDPA's Basecamp for the ensuing year
- Corporate logo in the conference program
- Conference tote bag insertions (novelty/literature items)
- Full registration for four (4) corporate attendees

SILVER level- 'PLACE'

\$3,500

- Silver sponsorship recognition
- ½ page (5.5" W x 4.25" H) color advertisement in the program
- Premium Silver Sponsor exhibit space (1 table)
- 10 minutes of Stage Time during one of the preferred time slots for Sponsor Sessions
- Access to the sponsor's section of TEDPA's Basecamp for the ensuing year
- Corporate logo in the conference program booklet
- Conference tote bag insertions (novelty/literature items)
- Full registration for three (3) corporate attendees

BRONZE level- 'SHOW'

\$2,500

- Bronze sponsorship recognition
- 1/4 page (2.75" W x 2.125" H) color advertisement in the program
- Bronze Sponsor exhibit space (1 table)
- · Access to the sponsor's section of TEDPA's Basecamp for the ensuing year
- Corporate logo in the conference program
- Conference tote bag insertions (novelty/literature items)
- Full registration for two (2) corporate attendees

Additional Sponsor Opportunities:

Raffle Prize:

Each sponsor is encouraged to donate a prize. Be sure to check the box on the Sponsor Registration Form.

Refreshment Breaks:

Pricing starts at \$1,500. Contact Jessica Endler for details.

Place Promotional Item in Attendee Bag: (\$500 level)

Ensure maximum visibility of your product or services by inserting marketing items (literature, promotional materials, sample products, etc.) in every attendee's conference bag. Also includes access to the sponsor's section of TEDPA's Basecamp for the ensuing year.

This option is only for vendors who are not already Gold, Silver, Copper level sponsors.

The Registration Form can be found on Basecamp or via Email

Draft Agenda

AGENDA UPDATED 3/1/24 (TEDPA reserves the right to change the agenda)

Wednesday September 4				
Wednesday, September 4				
3:00pm-5:00pm		Sponsor Registration & Exhibit Set-Up		
4:00pm-6:00pm		Attendee Registration		
6:00pm-9:00pm		TEDPA 2024 Conference Kick-Off Reception	Pre-function	
		Thursday, September 5		
7:30am-8:30am		Breakfast		
8:30am-9:15am	0	Welcome & Introductions		
9:15am-10:15am	t I b	Session 1: Internet of Things		
10:15am-10:30am	h x E	Break		
10:30am-12:00pm	m P 5	Session 2: Speed Networking		
12:00pm-1:00pm		Lunch		
1:00pm-2:15pm		Session 3: Speed Networking		
2:15pm-3:15pm		Session 4: Artificial Intelligence (AI)		

3:15pm-3:30pm	Break	
3:30pm-4:45pm	Session 5: World of Apps	
4:45pm-5:00pm	Day 1 Wrap-Up	

Friday, September 6				
7:30am-8:30am		Breakfast		
8:30am-9:15am	0	Session 6: Federal CAP		
9:15am-10:00am	t 1 5	Session 7: Outsourcing		
10:00am-10:15am	h X E	Break		
10:15am-11:15am	m.	Session 8: Digital Connectivity		
11:15am-12:00pm		Session 9: Declining TRS Calls and its Impact on State EDP		
12:00pm-1:00pm	8	Lunch		
1:00pm-2:15pm		Session 10: Sponsors Session		
2:15pm-2:30pm		Break		
2:30pm-3:30pm		Session 11: What's New with Apple Accessibility		
3:30pm-4:30pm		Session 12: What's New with Google Accessibility		
4:30pm-5:00pm		Closing Ceremonies		

Saturday, September 7			
7:30am-8:30am Breakfast			
8:30am-10:30am	Membe Meetin	ers-Only Business g	
10:30am-10:45am Break			
10:45am-12:00pm		ers-Only Business g (continued)	

PLEASE NOTE: Sponsors will <u>NOT</u> be allowed to break down their exhibit booths until <u>AFTER</u> 5:00 pm on Friday, September 6th. In addition, TEDPA respectfully requests all sponsors to remain in the Conference area for the Closing Ceremonies.

Sponsors are welcome to attend the breakfast on Saturday, September 7th, but must add that they will attend in the registration form.

Conference Fact Sheet

	HOTEL INFORMATION				
Hotel	The Galt House 140 N. Fourth Street Louisville, KY 40202 502-589-5200				
Hotel Rate	\$139 for Deluxe Guestrooms (West Tower) \$159 for Executive Suites (East Tower) The group rate will be available 9/1 - 9/10 (based on availability). 17% tax subject to change				
Hotel Reservations	Phone: Contact reservations at 1 (800) 843-4258 and say that you are calling for the "TEDPA" room block. Online: TEDPA Hotel Room Booking Link 48 hours cancellation policy. An early departure fee of 1/2 your daily room rate may be added. Check in time is 3:00 pm, and check out time is 11:00 am Reservations must be made by Sunday 8/18/24 to receive the group rate.				
Hotel Parking	Current parking rates per vehicle per day (subject to change): Self-parking: \$15 Valet: \$25 Overnight self-parking: \$30 Overnight valet: \$40				
If Attending Both TEDPA and NASRA	If you are attending both the NASRA and TEDPA conference, please make sure your reservations are under the appropriate block for each conference timeframe. You must make your NASRA and TEDPA reservations under the exact same name. This will enable your room to be reassigned upon completion of TEDPA conference, and you can avoid needing to change rooms. You will need to have the hotel front desk reset your key at the end of TEDPA for the NASRA conference.				

١	Packages can be shipped to the Gath House no sooner than August 31st.
١	Please include your name and the name of the conference on the package.
١	For assistance you can call the UPS Store at 502-583-3784 Ext #9.

Exhibitor Name (GUEST NAME) The UPS Store 325 W. Main Street Suite #150 Louisville, KY 40202

Shipping to Hotel

Package Size	Cost
1-10 LBS	\$10
11-21 LBS	\$15
22-30 LBS	\$20
31-45 LBS	\$25
46-60 LBS 61-150 LBS	\$30 \$50-75

TRANSPORTATION				
Airport	Louisville Muhammad Ali International Airport 600 Terminal Dr. Louisville, KY 40209			
Uber/Lyft Area	Pick ups: head to the west side of the baggage claim and exit the side doors Drop offs: request a ride, drop off will be at upper or lower terminal level			
Ground Transportation	11 miles from the airport to the hotel. 10-30 minutes drive (traffic pending)			

HOSPITALS, PHARMACIES, & GROCERY STORES			
Hospitals	UofL Health - Jewish hospital (1 mile) 200 Abraham Flexner Way Louisville, KY 40202 502-587-4011		
	Norton Hospital (1.2 miles) 200 E. Chestnut St. Louisville, KY 40202 502-629-1234		
Pharmacy	CVS Pharmacy, 340 W. Muhammad Ali Blvd. Louisville, KY 40202 502-589-1846		
Grocery Store	Kroger (4 miles) 2200 Brownsboro Rd. Louisville, KY 40206 502-897-1133		
	SHOPPING AND RESTAURANTS		
Shopping	Oxmoor Center Mall (11 miles) 7900 Shelbyville Rd. Louisville, KY 40222 St. Matthews Mall (10 miles) 5000 Shelbyville Rd. Louisville Ky 40207 502-893-0312 The Outlet Shoppes of the Bluegrass (28 miles) 1155 Buck Creek Rd. Simpsonville, KY 40067 502-722-5558		

Restaurants	Bearno's Pizza \$\$ (0.7 mile) Troll Pub Under the Bridge \$\$ (0.6 mile) Doc Crow's Southern Smokehouse and Raw Bar \$\$ (0.3 mile) Down One Bourbon Bar \$\$ (0.2 mile) Zombie Taco \$ (0.5 mile) Nic & Norman's Louisville KY \$\$ (0.4 mile) Bluegrass Brewing Co. \$\$ (0.3 mile) The Old Spaghetti Factory \$\$ (0.3 mile) In Season Harvest Kitchen \$\$ (0.1 mile) Jeff Ruby's Steakhouse \$\$\$\$ (0.1 mile)
	HELPFUL LINKS
	Kentucky https://www.kentuckytourism.com/ Louisville https://www.gotolouisville.com/ Louisville Slugger Museum https://www.sluggermuseum.com/ Kentucky Derby Museum https://www.gotolouisville.com/ directory/kentucky-derby-museum/ Churchill Downs https://www.churchilldowns.com/ Muhammad Ali Center https://alicenter.org/ The Urban Bourbon Trail https://www.gotolouisville.com/ restaurants/ubt/ Speed Art Museum https://www.speedmuseum.org/ Museums & Galleries https://www.gotolouisville.com/things-to- do/entertainment-nightlife/museums-galleries/ Kentucky Performing Arts https:// www.kentuckyperformingarts.org/ Metro Transit https://www.ridetarc.org/

Conference Deadlines & Important Dates

2024 TEDPA Conference 'Galloping Towards Inclusive Communication'

MAKE CHECKS PAYABLE TO:

TEDPA

MAIL CHECKS TO:

Andy Leffler, Treasurer 7702 Woodland Drive, Suite 130 Indianapolis, IN 46278

NOTE: Payment via credit card is available. Contact Andy Leffler

(andy.leffler@relayindiana.com) or 317.493.0884 (VP) for details.

KEY DATES:

- June 30, 2024
 - Sponsor registration form due
 - Sponsor payment due
 - Sponsor logo due in full color in PDF, JPEG, or PNG
 - Sponsor program book ad due in full color in PDF, JPEG, or PNG
- August 18, 2024 (5:00 PM Local Time)
 - TEDPA Conference rate for hotel reservations expires
- No Earlier than September 1, 2024
 - Shipments may arrive at the hotel- must be labeled "Your Company Name-TEDPA Conference" See attached Document
- Wednesday, September 4, 2024, 3:00 PM
 - Sponsor Registration and Set-Up
- Wednesday, September 4, 2024, 6:00-9:00 PM (Estimated)
 - TEDPA 2024 Conference Kick-Off Reception
- Friday, September 6, 2024, AFTER 5:00 PM
 - Sponsor breakdown
 - There is no option to leave anything in the room overnight

All conference questions should be directed to:

Jessica Endler: Phone: 502.385.0545 (VP)

Email: jessica.endler@ky.gov

Additional Gold Sponsor Attendee Registration

<u>Gold Sponsors</u> may bring additional corporate attendees by completing the form below and attaching it to the Sponsor Registration Form. Please complete the form for each additional attendee.

Name of Sponsor Attendee	Cost	Dietary Needs	
	\$400.00/ea.		
	\$400.00/ea.		
	\$400.00/ea.		
Total Cost:		Total Attendees:	

SPONSOR AGREEMENT

1. Application & Eligibility.

a. Application for exhibit space must be made by the Sponsor on the registration form provided by the Telecommunication Equipment Distribution Program Association (TEDPA) and be executed by an individual who has authority to act for the Sponsor. TEDPA reserves the right to accept or reject applications on the basis of whether, in sole judgment, the applicant's exhibit would enhance the conference and exhibit. A full refund of the paid exhibit rental fee will be made if an application is rejected.

2. Agreement to Conditions.

a. Each Sponsor, for itself and its employees and agents, agrees to abide by the conditions set forth in this Sponsor's Agreement, as well as to any conditions set forth by TEDPA. It is further understood and agreed that the sole control of the exhibit hall rests with TEDPA.

3. Assignment & Payment of Booth Space.

a. Exhibit space may be reserved by filling out a registration form from TEDPA. The Contact person is the Vice Chair of TEDPA. The registration form and full payment must be received by May 31, 2024. If the registration form and payment are not received by May 31, 2022, the reservation will be canceled automatically. If payment and registration form are received within that time frame and the registration is accepted, the Sponsor will be notified. Exhibit space will be determined by mutual consent of TEDPA and the Sponsor based on sponsorship level, availability, the character of the proposed exhibit, individual requirements, and preferences of location. Booth space is contingent upon the exhibit facility's placing the space applied for in this Agreement at the disposal of TEDPA. TEDPA shall assign to the applicant for the period of the exhibit space applied for in this Agreement or such other exhibit space, which TEDPA deems comparable. Such assignments are made for the period of this exhibit only and do not imply that the same or similar space will be held or offered for future conferences, exhibits, or conventions.

4. Insurance.

a. In all cases, Sponsors wishing to insure their goods must do so at their own expense. It is the responsibility of the Sponsor to maintain proper insurance coverage for its property and liability.

5. Booths.

- a. Standard booth equipment (6 ft. or longer draped and skirted table) will be provided without additional cost to the Sponsor. If a Sponsor plans to install a completely constructed display of such a character that the Sponsor will not require or desire the use of standard booth equipment, no part thereof shall project as to obstruct the view of adjacent booths. No part of any display may be over eight feet in height. The back four feet of rented space may be occupied from the floor up to eight feet in height, the front of the rented space may be occupied from the floor up to 48 inches only.
- **b.** TEDPA reserves the right and has sole discretion to restrict, on a reasonable level, sound systems, lights, noise, displays that interrupt the line of sight to the presentations, and other distractions.

6. Care of the Exhibit Space.

a. The Sponsor must, at its expense, maintain and keep in good order during the full period of the Exhibition, its exhibit, and the space for which it has contracted.

7. Protection of the Exhibit Facility.

a. Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the hotel or convention hall exhibit area without permission of TEDPA and the proper building authority. Packing, unpacking, and assembling of exhibits shall be done only in designated areas and in conformity with directions of TEDPA, the hotel or convention hall manager, or the assistants.

8. Installation & Dismantling.

a. The specific requirements as to the time for installation and dismantling of exhibits shall be supplied to each Sponsor for the particular conference, exhibit, or convention. Such requirements shall be binding upon the Sponsor as though fully set forth in this agreement. All displays must be in place and set up on Wednesday, September 4, 2024, from 3:00 pm - 5:00 pm. TEDPA may reassign space not occupied or set up by that time and use it for other purposes. Sponsors will not be able to dismantle their exhibit until AFTER 5:00 pm on Friday, September 6, 2024.

9. Default Occupancy.

a. Any Sponsor failing to occupy space contracted for is not relieved of the obligation to pay for such space at the full rental price, and TEDPA shall have the right to use such space as it sees fit to eliminate blank space in the exhibit hall provided such booth space is not occupied one hour prior to the official opening of the exhibit.

10. Personnel.

- **a.** Booth personnel, including demonstrators, receptionists, models, or others affiliated with the Sponsor shall:
 - i. Confine their activities within the Sponsor's booth space;
 - **ii.** Dress in appropriate business attire which is not sexually suggestive, provocative, or otherwise offensive to any race, culture, religion, lifestyle, or gender:
 - iii. Display, promote, or sell their products in a manner consistent with the high standards of the Exhibition, the Conference, and TEDPA. TEDPA reserves the right to monitor the activities of the Sponsor and its personnel during the course of the Exhibition and upon determining that a Sponsor or its personnel has violated this provision, TEDPA may immediately exclude the offending Sponsor from the Exhibition/Conference. Such determination shall be in the sole discretion of the TEDPA; and
 - iv. Provide for an interpreter, if necessary, to be able to communicate with both hearing and deaf/hard of hearing participants. Registration for an interpreter is required.

11. Use of Space.

- a. Exhibits shall be shown only in the official exhibit area as established by TEDPA. Neither the Sponsors nor non-Sponsors shall be permitted to display articles, equipment, or information concerning services, or movies of such articles, equipment, or services, in private suites or rooms during the conference, exhibit, or convention, in accordance with prior agreements between TEDPA and the exhibit facility without TEDPA's written approval.
- b. No Sponsor shall permit any other corporation or firm or its representatives to use the space allotted to it, nor shall it display articles not manufactured or sold normally by it. If an article of the non-exhibiting firm or business is required for the operation or display of a Sponsor's wares or services, identification of such article shall be limited to the usual and regular nameplates, imprinting, or trademarks under which the article is sold in the regular course of business. Co participation by any other corporation or firm or its representatives in space assigned to the original applicant must have written permission from TEDPA.

12. Distribution of Printed Matter, Etc.

a. Neither Sponsor nor Non-sponsors shall distribute to the conference, exhibit or convention delegates printed matter, samples, souvenirs, and the like, except within rented space and shall not solicit such delegates to visit any site other than the conference or the rented space during the period of the Exhibition. Sponsors and Non-sponsors must obtain the prior written approval of TEDPA for any such solicitation, or for the distribution of such material elsewhere. The granting of permission to distribute printed matter to Sponsors or non-sponsors, whether within rental space or otherwise, does not constitute an endorsement of any publication or its consent by TEDPA. No Sponsor or non Sponsor is authorized to imply or state in any written or oral communication that such printed matter is so endorsed or sponsored, nor may such printed matter use TEDPA's copyrighted logo for any purpose.

13. Conflicts/Disruptions.

a. In the interest of the success of the entire conference, exhibit, and/or convention, the Sponsor agrees not to (a) extend invitations, call meetings or otherwise encourage the absence of attendees or Sponsors from the conference or exhibit hall during the official hours of the conference and exhibit, or (b) disrupt the exhibits or activities of other Sponsors or their representatives or agents at the conference, exhibit or convention.

14. Cancellation or Relocation of Conference, Exhibit, or Convention.

a. In the event of cancellation or relocation of any conference or exhibit, due to circumstances within TEDPA's direct control, the liability of TEDPA shall be limited to a refund of fees paid to TEDPA by the Sponsor. In the event TEDPA has no control over the cancellation or relocation of any conference, exhibit, or convention, TEDPA shall have no liability of any kind, but may in its sole discretion refund any fees paid by the Sponsor.

15. Cancellation by Sponsor.

a. Should the Sponsor be unable to occupy and use the exhibit space contracted for and notifies TEDPA in writing, so that TEDPA receives such notice at least 30 days prior to

the set-up of the conference, exhibit, or convention, TEDPA will refund 75% of the total exhibit fees; or if the exhibit fee has not been paid to TEDPA, the Sponsor will pay 25% of that fee. No refund of any fees will be made if TEDPA received from the Sponsor notice of cancellation less than 30 days prior to the set-up of the exhibit. The Sponsor is liable for 100% of the total exhibit fee if it cancels during this 30 day period. (This policy includes cancellation by Sponsors who are assigned and pay for space during the 30 day period prior to the setup of the exhibit.)

16. TEDPA's Right to Remove the Sponsor's Property.

a. TEDPA reserves the right to remove from the exhibit facility or its premises any or all of the property of the Sponsor should the conference, exhibit, or convention be canceled or relocated, or should the Sponsor violate any of the conditions of the Sponsor's Agreement. This right may be exercised without prior notice and hearing.

17. Violations of the Conditions.

- **a.** Any of the following actions by a Sponsor shall constitute a violation of the conditions of the Sponsor's Agreement:
 - i. Use of a display of equipment, products, or services that varies in any significant way from the description on the registration form.
 - **ii.** Violation of any municipal, state, or federal laws, rules, or regulations, including safety codes.
 - **iii.** Failure to follow the terms or procedures prescribed in sections 1 through 16 of this Agreement. Failure to remove its property from the exhibit facility upon cancellation or relocation of conference, exhibit, or convention.

18. Liability.

a. TEDPA undertakes no duty to exercise care, nor does it assume any responsibility, for the protection and safety of the Sponsor, its officials, agents, or employees, or for the protection of the property of the Sponsor or its representatives or of property used in connection with the exhibit, from theft, damage, destruction by fire, accident, or other cause. Small and easily portable articles shall be properly secured or removed after the exhibition hours and placed in safekeeping by the Sponsor. Any protection exercised by TEDPA shall be deemed purely gratuitous on its part and shall in no way be constructed to make it liable for any loss or inconvenience suffered by the Sponsor. The Sponsor agrees to indemnify and hold TEDPA and its agents harmless from all such claims and from all claims or liability of any nature whatsoever arising from the activities of the Sponsor or any of its representatives or from the display or use of the property of the Sponsor. The Sponsor assumes responsibility and agrees to indemnify and defend TEDPA and the Hotel and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Sponsor understands that neither TEDPA nor the hotel maintains insurance covering the Sponsor's property and it is the sole responsibility of the Sponsor to obtain such insurance. TEDPA shall not be liable for any failure to deliver space to a Sponsor or for the loss of allotted space of any Sponsor, who has contracted for exhibit space under the terms of this Agreement if non-delivery is due to any one of the following causes: destruction of or damage to the building or the exhibit area by fire or act of God; acts of a public enemy; strikes; the authority of the law, or any cause beyond its control. In the event TEDPA is not able to hold an exhibit for any of the above-named causes,

TEDPA will reimburse Sponsors on a prorated basis on any rental fee paid, less any and all legitimate expenses incurred by TEDPA for advertising, administration, and similar and related costs. TEDPA shall not have any liability for any losses (in contract, tort, warranty, or otherwise) incurred in connection with any typographical errors or other inaccuracies, such as in a Sponsor's name, address, phone number, or email address, which may ultimately appear in the conference materials.

19. Remedies.

- **a.** General In the event the Sponsor violates any of the conditions of the Sponsor's Agreement, TEDPA reserves an absolute right to invoke either or both of the following remedies, which shall be in addition to, and not in lieu of, any other rights or remedies granted under this agreement or available under general contract law.
- **b.** TEDPA may order the Sponsor to remove its exhibit and personnel or have them removed under the provisions of section 16. In these circumstances, no part of the Sponsor's fees will be returned. TEDPA may refuse thereafter to enter into any agreement with the same or related signatory/Sponsor to lease booth space at future conferences, exhibits, or conventions sponsored by TEDPA.

20. Arbitration.

a. Any controversy or claim between the parties hereto arising out of or related to the provisions of the Agreement or the breach thereof, shall be settled by arbitration by one arbitrator in New York, NY, in accordance with the Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction thereof.

21. Jurisdiction.

a. The validity of the Agreement, the construction and enforcement of its terms, and the interpretation of the rights and duties of the parties shall be governed by the laws of the State of Florida, except insofar as federal law may control any aspect of the Agreement, in which case federal law shall govern such aspect.