

November 28, 2011

Dear CoSIDA Exhibitor:

It's that time of year again ... time to start thinking about the annual CoSIDA Convention, and it is a pleasure to extend an invitation to this year's upcoming event in St. Louis.

We will be meeting at the **Renaissance St. Louis Grand and Suites Hotel** (800 Washington Ave.) from June 23-26. We've scheduled the exhibit area to open for set-up at 8:30 a.m. local (Central) time on Saturday, June 23rd, with a hard opening at 1 p.m. The exhibit area will run through Tuesday afternoon, June 26th, with teardown late that afternoon/early evening.

With the return to a location in the heart of the country, we're expecting a large turnout of attendees. Exhibiting at the annual Convention will give you the opportunity to meet and greet sports information/communications professionals from across the country representing major universities, small colleges and conference offices.

As in the past, exhibitors will be listed in the official convention program that is provided to all attendees, in the official convention registration badge program, on a signage board that will appear at the entrance of the exhibitors area, as a part of a blast email that will be sent to more than 2,800 CoSIDA members prior to the convention, and be included in our online directory (including your web site address) as well as in **CoSIDA's E-Directory that is emailed out each year to all CoSIDA members as well as media representatives throughout the nation.**

In addition, CoSIDA is pleased to host a "Welcome Reception" in the exhibit area late afternoon or early evening on the opening day of the Convention (Saturday, June 23), which will help attract customers to your booth.

To facilitate shipping and the exhibit area set-up we will again contract with a company as a drayage and exhibition-set up firm, who will provide pipe and drape booths (8x10) with a table and chairs and will assist in electrical and telephone hookup where needed.

Additional information on setting up your booth will be provided upon receipt of your exhibits registration check.

You are entitled to the convention rate of \$162.50 at the Renaissance St. Louis Grand and Suites Hotel in downtown St. Louis, just blocks from the famous Arch and riverfront. The hotel reservation system information will be listed on the CoSIDA website (cosida.com) beginning in early February.

If you would like to contribute something for the goodie/gift bag that each attendee receives at registration, please contact **Dave Wohlhueter** (CoSIDA treasurer) at dpw5@cornell.edu . For marketing/corporate partner questions and opportunities, please contact **John Humenik** at jhumenik@bellsouth.net or **Will Roleson** at willroleson@cosida.com .

I look forward to hearing from you soon; please feel free to let me know if you have any questions.

See you in St. Louis!

Paul Allan
CoSIDA Exhibits Coordinator
507/389-2625
paul.allan@mnsu.edu

2012 CoSIDA CONVENTION EXHIBITOR REGISTRATION



Company Name: _____

Name of Signee (please print): _____

Nature of Business: _____

Herewith requests exhibit space at the annual CoSIDA Workshop June 23-26, 2012, at the Renaissance St. Louis Grand and Suites Hotel.

IMPORTANT: Please list each and every person from your company who will need to enter the exhibitor hall. This will be used to make pre-printed convention name badges. No member of your staff will be able to enter this area unless they have the appropriate convention badge

 (First registration is complimentary with purchase of booth space)

Please note that your exhibit booth fee includes one complimentary registration, pipe and draping, table and two chairs, and CoSIDA also will provide appropriate security for the area.

No exhibits will be permitted to be assembled until the specified fees are paid. There will be no refunds unless uncontrollable circumstances render the exhibit area unfit or unavailable. Exhibitors are responsible for all electrical, telephone, internet and audio visual arrangements and fees, plus shipping fees and should make arrangements with the exhibit services company utilized by CoSIDA. Additional information will be provided in that regard upon receipt of exhibitor registration.

The College Sports Information Directors of America assumes no responsibility for the destruction or theft of property left in the exhibit area. Overnight security arrangements will be provided by the organization. Assignment of exhibit locations will be based upon the order in which paid, signed contracts are received.

A deadline of May 25, 2012, deadline will be enforced. Additional exhibitors, spouses and children must be registered to attend any Convention events.

SIGNATURE: _____ DATE: _____

ADDRESS: _____

Phone: _____ Email address: _____

Fax: _____

Exhibiting costs are as follows (please indicate choice with check mark):

EXHIBIT SPACE \$1,050# _____
DOUBLE BOOTH SPACE \$1,850# _____
PREMIUM EXHIBIT SPACE..... \$1,500# _____
PREMIUM EXHIBIT DOUBLE BOOTH SPACE..... \$2,700# _____
CONVENTION REGISTRATION FEE* (\$195 per person for 2nd, 3rd, etc. staff members
 working exhibitors hall)..... \$195 _____ (# of staff)
Total Enclosed..... \$ _____

Includes complimentary registration for one member of your exhibitors team

**** Registration fee must be paid for each and every member of your staff who will be working your exhibit booth. No one will be permitted to enter the exhibitor area without a convention registration badge. The fee pays for all luncheons, the Special Awards Gala event and social receptions. It also enables each person to attend Convention presentations and seminars that might be of interest to them.

Paul Allan, Associate Athletics Director/Communications
 Minnesota State University, Mankato
 TC 175
 Mankato, MN 56001
 Attn: "CoSIDA Exhibits"
 paul.allan@mnsu.edu