

# ERAPPA 2024

SPONSOR & EXHIBITOR PROSPECTUS



**SEPTEMBER 29 TO OCTOBER 2, 2024**

VALLEY FORGE CASINO & RESORT  
KING OF PRUSSIA, PA

[WWW.ERAPPA2024.ORG](http://WWW.ERAPPA2024.ORG)

# ERAPPA 2024 COMMITTEE

Dear Business Partner,

The Delaware Valley Chapter (DVAPPA) of the Eastern Region of APPA (ERAPPA), is pleased to be hosting the 2024 annual Eastern Regional conference at the Valley Forge Casino Resort in King of Prussia, PA. The conference takes place September 29th through October 2nd, 2024, and includes an exciting array of educational and networking programs that are sure to inspire our theme of “*Lead to Inspire*” while enjoying the historic backdrop of Valley Forge National Historic Park.

ERAPPA members include facility management professionals from colleges and universities, community colleges, and private K-12 institutions from Eastern Canada and Northeastern United States (Maine to Washington, D.C.). The annual conference provides a unique opportunity for our Business Partners to interact with institutional members, build new relationships, and reinforce existing ones.

Your support of ERAPPA is extremely important to our members who rely on business partners daily to successfully address the needs of their institutions. As a Business Partner Sponsor, your company’s representatives will have access to all the educational sessions of this exceptional conference, as well as multiple opportunities to network, interact and gain valuable face time with decision makers. And we are delighted to offer some new sponsorship opportunities this year!

We are looking forward to engaging with institutional members and business partners alike in the spirit of collegiality to advance our common interests and invite you to consider supporting our 2024 event as we explore the many ways, we can all “*Lead to Inspire*”.

We hope to see you at the Valley Forge Casino Resort in 2024!

Sincerely,

## HOST COMMITTEE CO-CHAIRS

Leslie K. Whitby  
Stantec

Amber Donato  
Moravian University

## CO-CHAIRS

Leslie K. Whitby  
Stantec

Amber Donato  
Moravian University

## BUSINESS PARTNERS

Ronda Bailey  
R. Bailey Consulting

## PROFESSIONAL DEVELOPMENT

Doug Steele  
University of Pennsylvania

Chuck Rudalavage  
Gensler

## COMMUNICATIONS & PROMOTIONS

Brett Fulton  
Muhlenberg College

Meaghan Finney  
Voith & Mactavish Architects LLP

## ENTERTAINMENT

Christi Muller Ford  
Swarthmore College

Michael Brennan  
Entech Engineering, Inc.

## FINANCE

Amber Donato  
Moravian University

## CONFERENCE PLANNER

Amanda Card  
Direct Travel



# VISIONARY SPONSOR

**One (1) Opportunity**  
**\$15,000 Member / \$16,525 Non Member**  
**Booth # 80**

**BENEFITS:**

- Identified as Visionary partner on all media: Guidebook APP, 2024 newsletter, 2024 website and recognition signage
- Three (3) full business partner registrations for the conference
- Three (3) tickets for the Monday night networking event and the Tuesday night annual awards banquet
- Opportunity to introduce the Keynote speaker.
- Your company logo placed on the presentation room signage and highlighted in the Guidebook APP
- Provided a 25-minute Tabletop Session in the Hall of Resources during exhibiting hours (see p. 13)
- Opportunity to provide one piece of collateral and/ or promotional item to be included in delegate bag, must be approved by committee
- Receipt of registered attendee list one month prior to conference
- Company logo cycles on the ERAPPA 2024 home page
- Company highlight in the monthly ERAPPA 2024 newsletter
- One exhibit booth in premier location
- Verbal recognition from the podium

**KEYNOTE SPEAKER:**

- One (1) opportunity



## GRACE KILLELEA

During her remarkable career working with managers, directors and executives on multiple levels, Grace identified four areas that play key roles in leadership and professional development that have become the cornerstones for her firm: Reputation, Relationships, Results and the critically important Resiliency. Grace will address the group on Monday morning.



# MOTIVATOR SPONSOR

## Three (3) Opportunities

**\$10,000 Member/ \$11,525 Non Member**

**Booths: 81, 82, 101**

### **BENEFITS:**

- Identified as Motivator sponsor on all media Guidebook APP, 2024 newsletter, 2024 website and recognition signage
- Two (2) full business partner registrations for the conference
- Two (2) tickets for the Monday night networking event and Tuesday night annual awards banquet
- Opportunity to provide one piece of collateral and/or promotional item to be included in delegate bag, must be approved by committee
- Receipt of registered attendee list one month prior to conference
- Company logo cycles on the ERAPPA 2024 home page
- Company highlight in the monthly ERAPPA 2024 newsletter
- One exhibit booth in premier location
- Verbal recognition from the podium

*Each Motivator sponsor will be exclusively associated with one of the opportunities below. Commit early, as these will be assigned on a first come/first served basis.*

### **PLENARY SPEAKER**

*One (1) Opportunity*

Podium recognition on Tuesday; company name and logo at entrance to room

### **CONFERENCE BAGS SOLD**

*One (1) Opportunity*

Company name and logo on conference bags provided to all attendees

### **GUIDEBOOK CONFERENCE APP**

*One (1) Opportunity*

Company logo on the Splash page of the App and recognition signage and mention from the podium



# TRAILBLAZER SPONSOR

## Six (6) Opportunities

**\$8,000 Member / \$9,525 Non Member**

**Booths: 1, 6, 7, 50, 51, 79**

### BENEFITS:

- Identified as a Trailblazer sponsor on all media Guidebook APP, 2024 newsletter, 2024 website and recognition signage
- Two (2) full business partner registrations for the conference
- Opportunity to provide one piece of collateral and/or promotional item to be included in delegate bag, must be approved by committee
- Receipt of registered attendee list one month prior to conference
- Company logo cycles on the ERAPPA 2024 home page
- Company highlight in the monthly ERAPPA 2024 newsletter
- One exhibit booth in premier location
- Verbal recognition from the podium

*Each Trailblazer sponsor will be exclusively associated with one of the opportunities to the right. Commit early, as these will be assigned on a first come/first served basis.*

### SCHEDULE AT A GLANCE

*One (1) Opportunity*

Company name and logo on pocket schedule for all attendees

### CONFERENCE LANYARDS

*One (1) Opportunity*

Company logo on the lanyards for all attendees.

### CONFERENCE ROOM KEYS

*One (1) Opportunity*

Company ad on the hotel room keycards for all attendees. Committee to approve.

### HALL OF RESOURCES GRAND OPENING RECEPTION

*One (1) Opportunity*

Recognition sign with company name and logo at entry and on food/beverage tables

### MONDAY EVENING SPECIAL EVENT

*One (1) Opportunity*

Recognition with company name and logo at entry to room and on cocktail tables and two (2) tickets to the event

### TUESDAY EVENING AWARDS DINNER

*One (1) Opportunity*

Recognition with company name and logo at entry to room and on tables and two (2) tickets to the Awards Dinner



# ZOOMED IN SPONSOR

**Fifteen (15) Opportunities ONLY 11 Left**

**\$6,000 Member / \$7,525 Non Member**

**Booths: 2, 3, 4, 5, 32, 33, 45, 46, 48, 49, 84, 85, 98, 99, 100**

## **BENEFITS:**

- Identified as a Zoomed In sponsor on all media Guidebook APP, 2024 newsletter, 2024 website and recognition signage
- Video vignette display to be highlighted during the conference
- Two full business partner registrations for the conference
- Opportunity to provide one piece of collateral and/or promotional item to be included in delegate bag, must be approved by committee
- Receipt of registered attendee list one month prior to conference
- Company logo cycles on the ERAPPA 2024 home page
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## **VIDEO VIGNETTE DISPLAY:**

A maximum 2-minute video or slide show presentation providing an opportunity to tell the story about your company, products, and services to members of your target audiences on an on-going basis. The Video Vignette displays will be played on a continuous loop on the 48" flat screen monitors provided throughout exhibition hall. The Video Vignette displays will be limited to 15 sponsorship opportunities allowing your video to play once every 30 minutes to attract attention to your company. Videos will be played without sound within the exhibition hall and are required to be provided in PowerPoint or video format. **Videos will be required to be submitted 30 days in advance of the conference** to ERAPPA for approval and will be arbitrarily truncated at 120 seconds.

*Each Zoomed In sponsor will be exclusively associated with one of the opportunities on the following page. Commit early, as these will be assigned on a first come/first served basis.*

# ZOOMED IN SPONSOR

## EDUCATIONAL TRACK 1

*One (1) Opportunity*

Recognition sign, session presented by... with company name and logo outside session room Monday & Tuesday

## EDUCATIONAL TRACK 2

*One (1) Opportunity*

Recognition sign, session presented by... with company name and logo outside session room Monday & Tuesday

## EDUCATIONAL TRACK 3

*One (1) Opportunity*

Recognition sign, session presented by... with company name and logo outside session room Monday & Tuesday

## EDUCATIONAL TRACK 4

*One (1) Opportunity*

Recognition sign, session presented by... with company name and logo outside session room Monday & Tuesday

## EDUCATIONAL TRACK 5

*One (1) Opportunity*

Recognition sign, session presented by... with company name and logo outside session room Monday & Tuesday

## EDUCATION SESSION BREAKS

*Two (2) Opportunities*

Recognition sign with company name and logo at entry to space Monday Morning & Afternoon Educational Session Break (located in the Hall of Resources) **SOLD**

**OR**

Tuesday Morning (located in the Hall of Resources) & Afternoon (located near sessions) Educational Session Break

## SUPERVISOR TOOLKIT

*One (1) Opportunity*

Recognition sign with company name and logo at entrance to session Saturday- Tuesday

## ATTENDEE BREAKFAST MONDAY **SOLD**

*One (1) Opportunity*

Recognition sign with company name and logo at entry to room

## ATTENDEE LUNCH MONDAY **SOLD**

*One (1) Opportunity*

Recognition sign with company name and logo at entry to room

## ATTENDEE BREAKFAST TUESDAY

*One (1) Opportunity*

Recognition sign with company name and logo at entry to room

## ATTENDEE BUSINESS LUNCH TUESDAY **SOLD**

*One (1) Opportunity*

Recognition sign with company name and logo at entry to room

## FIRST-TIME ATTENDEE RECEPTION

*One (1) Opportunity*

Recognition sign with company name and logo at entry to room and one (1) invitation to reception. We have approximately 100 guests at this reception.

## PRESIDENT'S RECEPTION

*One (1) Opportunity*

Two invitations to reception Saturday evening and recognition from the podium and signage

## TUESDAY EVENING AFTER PARTY

*One (1) Opportunity*

Recognition sign with company name and logo at entry to room and one (1) ticket to the Awards Dinner



# CAPSTONE SCHOLARSHIPS

**CAPSTONE SCHOLARSHIPS** ONLY 3 Left

**Five (5) Opportunities \$5,000 ERAPPA Member/ \$6,525 Non Member**

**Booths: 63, 64, 65, 66, 67**

## **BENEFITS:**

- Identified as a Capstone Scholarship sponsor on all media Guidebook APP, 2024 newsletter, 2024 website and recognition signage
- Two (2) full business partner registrations for the conference
- One (1) invite to the First Time Attendee Reception
- Opportunity to provide one piece of collateral and/or promotional item to be included in delegate bag, must be approved by committee
- Receipt of registered attendee list one month prior to conference
- Company logo cycles on the ERAPPA 2024 home page
- Company highlight in the monthly ERAPPA 2024 newsletter
- One exhibit booth in premier location
- Verbal recognition from the podium

*New to ERAPPA 24 is an initiative for sponsoring attendees to the conference from the ERAPPA member institutions. This sponsorship will enhance the professional development resources that are already scarce and potentially more due to the Pandemic. Business Partners look forward to meeting attendees and learning about their institutional needs. Educational attendees meet their peers, engage in meaningful dialogue with service providers, and gain invaluable experiences.*

The Capstone Scholarship will cover the cost of a full registration and hotel expenses for 3 nights for an institutional attendee.





# VOYAGER SPONSOR

~~Fifteen (15) Opportunities~~  
~~\$4,500 Member / \$6,025 Non Member~~  
~~Booths: 24, 28, 29, 34, 35, 43, 44, 47, 57, 58, 72, 73, 86,~~

**SOLD OUT**

## BENEFITS:

- Identified as a Voyager sponsor on all media and Guidebook APP, 2024, ERAPPA newsletter, ERAPPA 2024 website and recognition signage
- Two (2) full business partner registrations for the conference
- Opportunity to provide one piece of collateral and/or promotional item to be included in delegate bag, must be approved by the Host committee.
- Receipt of registered attendee list one month prior to conference
- Company logo cycles on the ERAPPA 2024 home page. Company highlights in the monthly newsletter.
- One exhibit booth in a premier location. Verbal recognition from the podium.

*Each Voyager sponsor will be exclusively associated with one of the opportunities on this page. Commit early, as these will be assigned on a first come/first served basis.*

### PRESIDENT'S RECEPTION TRANSPORTATION

*Two (2) Opportunities* **SOLD**

One invitation to the reception Saturday evening and recognition from the podium and signage on the bus.

### MONDAY EVENING SPECIAL EVENT TRANSPORTATION

*Eight (8) Opportunities* **3 SOLD**

One invitation to the reception Monday evening and recognition from the podium and signage on the bus

### GLENN SMITH TRIBUTE RIDE/WALK (SUNDAY, SEPTEMBER 29) TRANSPORTATION **SOLD**

*Three (3) Opportunities*

One invitation to the event and recognition from the podium and signage on the bus.

### GLENN SMITH TRIBUTE RIDE/WALK (SUNDAY, SEPTEMBER 29) T-SHIRT **SOLD**

*One (1) Opportunity*

One invitation to the event and recognition from the podium and logo on the T-Shirt.

### GLENN SMITH TRIBUTE RIDE/WALK (SUNDAY, SEPTEMBER 29) WATER BOTTLE **SOLD**

*One (1) Opportunity*

One invitation to the event and recognition from the podium and logo on the water bottle.



# FOUNDATION SCHOLARSHIPS

~~Five (5) Opportunities~~

~~\$4,150 ERAPPA Member / \$5,675 Non Member~~

~~Booths: 13, 14, 95, 96, 97~~

**SOLD OUT**

## **BENEFITS:**

- Identified as a Foundation Scholarship sponsor on all media Guidebook APP, 2024 newsletter, 2024 website and recognition signage
- Two (2) full business partner registrations for the conference
- One (1) invite to the First Time Attendee Reception
- Opportunity to provide one piece of collateral and/or promotional item to be included in delegate bag, must be approved by committee
- Receipt of registered attendee list one month prior to conference
- Company logo cycles on the ERAPPA 2024 home page
- Company highlight in the monthly ERAPPA 2024 newsletter
- One exhibit booth in premier location
- Verbal recognition from the podium

*New to ERAPPA 24 is an initiative for sponsoring former First Time Attendees to attend the conference from the ERAPPA member institutions. The second time an attendee returns to an ERAPPA Conference, they are able to absorb so much more information and engage on a different level. Often their institutional employer has limited funding and has to make difficult decisions on which employees can attend an ERAPPA Annual Conference. This sponsorship will ease that burden and get deserving employees the opportunity to participate in this extraordinary event.*

The Foundation Scholarship will cover the cost of a full registration for an institutional attendee.



# AMBASSADOR SCHOLARSHIPS

~~Ten (10) Opportunities~~

~~\$3,825 ERAPPA Member / \$5,350 Non Member~~

~~Booths: 36, 37, 38, 39, 40, 41, 42, 62, 68, 91~~

**BENEFITS:**

- Recognition by ERAPPA for the contribution to its
- Two (2) full business partner registrations for the c
- One (1) invite to First Time Attendee Reception
- Receipt of registered attendee list one month pric
- One exhibit booth in premier location



Attending an annual ERAPPA Conference is one of the most valuable educational facilities professionals. The conference learning experience begins with the conference registration and never ends as attendees meet business partners, attend educational sessions, and engage in socialization activities. This experience allows them to bring back a wealth of information to their campuses. Attending an annual conference is a fulfilling experience. However, there is never enough funding for everyone and sometimes the facilities employees must wait until it is their turn to attend the annual conference. For the last 10 years, Business Partners have sponsored the Ambassador Scholarship Program. This highly successful program has created opportunities for the newest professionals to attend the Annual ERAPPA Conference.



# EXHIBIT ONLY SPONSOR

**Forty (40) Opportunities**  
**\$3,500 Member / \$5,025 Non Member**

**BENEFITS:**

- Two (2) full business partner registrations for the conference
- Receipt of registered attendee list one month prior to conference
- One exhibit booth

**GENERAL INFORMATION:**

- Exhibit booth size is 8' x 10'. Booth fee includes pipe and drape, one 6' draped table, two chairs, 1 wastebasket, and 7" x 44" one-line ID sign.
- Premier booth location is based on sponsorship level and date of receipt of payment.
- The Valley Forge Casino Resort WILL NOT accept materials or shipments sent directly to the Resort. Shipping instructions will be provided.
- Costs of the use of any AV equipment are not included in the booth price and must be ordered separately.
- Electrical is NOT included in booth price. Electrical order forms will be supplied in the Exhibitor Kit.
- ERAPPA reserves the right to change the floor plan without notice.
- ERAPPA reserves the right to accept or reject any application at its sole discretion.
- Full conditions of participation are listed on the conference website [www.ERAPPA2024.org](http://www.ERAPPA2024.org).



# TABLETOP PRESENTATIONS

*As a new initiative this year, ERAPPA 2024 is offering 25-minute Tabletop presentations to our sponsors only.*

*Limited to 4 sessions per time slot, during exhibit hall hours. Tabletop presentations are a great way to connect with attendees using your preferred presentation methods. - laptop or monitor display, demonstration, or simply talking to your audience.*

## TABLETOP PRESENTATION DETAILS:

### WHAT'S INCLUDED:

A standard booth size table with cloth covering, access to power

### WHAT DO I NEED TO BRING?

- Any presentation materials you deem appropriate (laptop, monitor, presentation boards, tools/equipment) and any handouts you want to share with the audience.
- Your expertise, enthusiasm, and vision!
- **Please note:** In order to minimize distraction from our booth exhibitors, no amplified audio or seating will be permitted
- All materials must fit on a tabletop.
- To accommodate all timeslots, sessions will begin and end promptly. Please be ready to set up and break down efficiently.
- Tabletops will not be juried; however, content should reflect industry appropriate material and be in keeping with the ERAPPA code of conduct.

The Tabletop presentation schedule will be listed on the website and in the full program and indicated on the schedule at a glance. We encourage all presenters to let their clients and colleagues know when they will be presenting.

### HOW DO I RESERVE MY SPOT?

Reserve your Tabletop presentation and timeslot when you book your sponsorship and reserve your booth.

### SCHEDULE OF TABLETOP SESSIONS:

*Four (4) Sessions during each time slot will be available.*

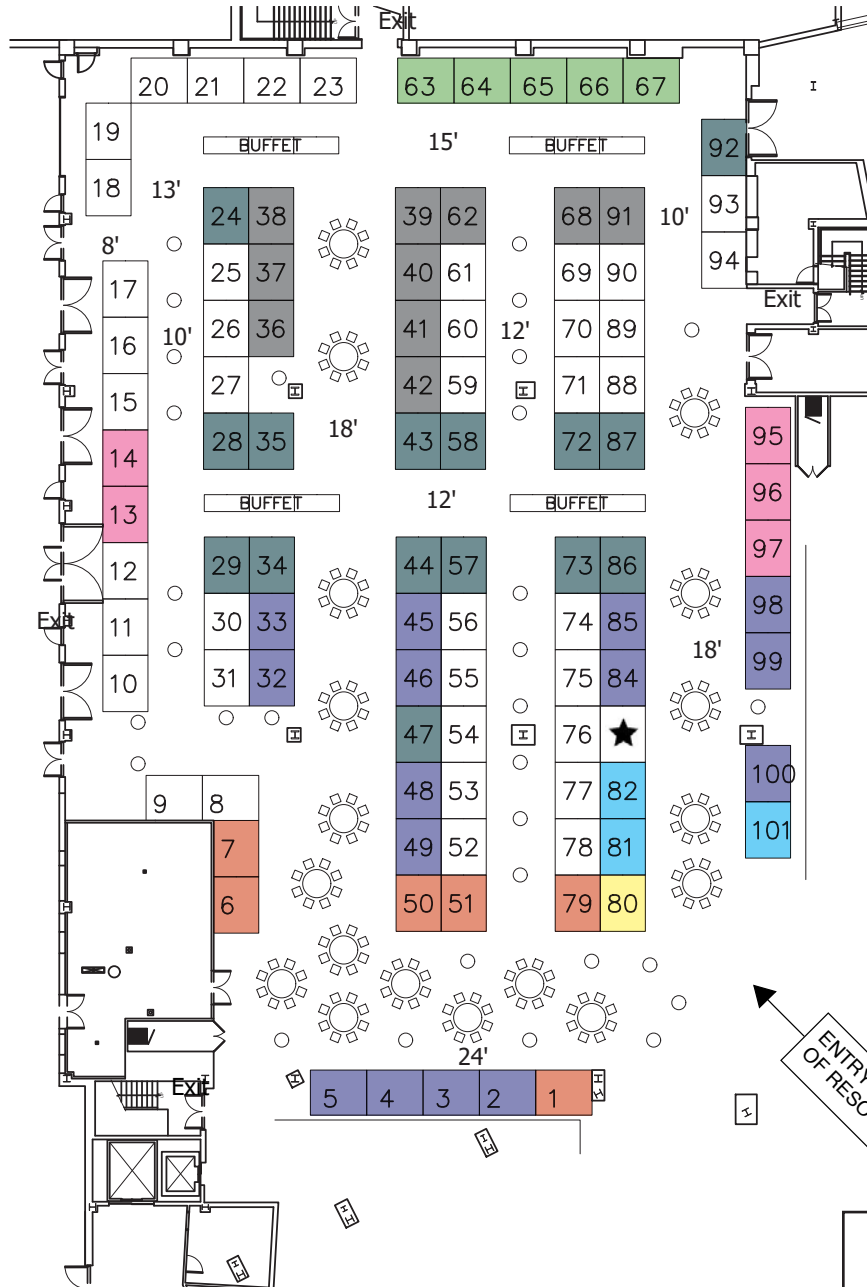
#### Monday September 30

9:50 am - 10:15 am  
11:45 am – 12:10 pm  
12:20 pm – 12:45 pm  
2:15 pm – 2:40 pm

**\$1,500 Member / \$2,000 Non Member**

## HOW WILL PEOPLE KNOW I'M THERE?

# FLOOR PLAN



**SPONSORSHIP LEVELS:**

- Visionary
- Motivator
- Trailblazer
- Zoomed In
- Capstone
- Voyager
- Foundation
- Ambassador
- ★ ERAPPA
- Exhibitor