

COFLT

Conference and Convention

October 11 and 12, 2019

# *Exhibitor Prospectus*



Confederation in Oregon for Language Teaching



Portland Community College Rock Creek  
17705 NW Springville Rd.  
Portland, OR 97229  
Tel: 971.722.6111

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## Greetings exhibitors!

On behalf of COFLT (Confederation in Oregon for Language Teaching) I would like to extend a warm invitation for you to participate as an exhibitor at our big 50th Anniversary COFLT World Language Teachers Conference taking place October 11-12. This two-day Conference will be held at the Portland Community College Rock Creek Campus ([17705 NW Springville Rd. Portland, OR 97229](http://www.pcc.edu/rockcreek) Tel: 971-722-6111). This is such an exciting and important event as it is a testament to the commitment that our organization is a dedicated support system for all world language educators in our region, all grades, all languages, and all people. This is by far your best opportunity to engage with Oregon world language educators of all levels from k-12 and higher education. World language teachers are looking for relevant classroom materials, innovative study abroad programs, manipulables, and all sorts of other world language related products to enable them to make the most meaningful impact on their students, in their schools, and in their communities. We hope that you will join us at the event as exhibitors are a central part of what makes attending these conferences so useful for teachers. We will be providing all attendees with an exhibitor passport that will include all exhibitors registered before September 10.

**Consider sponsoring an event at the conference to receive maximum level exposure for your organization.** World language teachers from a diverse range of communities across Oregon will have the opportunity to visit all exhibitors throughout the conference, but sponsors will receive premier booth location and exclusive digital advertising.

You are encouraged to bring plenty of materials and samples to distribute. Conference attendees will be able to take these materials with them to share with their colleagues. Exhibitors have the option to donate an item of value \$50 or more for the exhibitor raffle on Saturday. Below is an overview of the Exhibitor schedule\*:

### **Friday (10/11/19)**

- 6:30am-8am: Exhibitor check-in and setup (unless otherwise arranged)
- 8:00-9:00: Sponsored Morning Coffee Session
- 8:15-8:45: Conference Registration
- 9:00-9:55: Sponsored Keynote 1
- 10:00-11:55: Sessions 1 and 2
- 12:00-1:00pm: Sponsored Lunch, announcements and entertainment
- 1:00-3:55: Sessions 3, 4, and 5

### **Saturday (10/12/19)**

- 8:00-9:00: Sponsored Morning Coffee Session
- 8:15-8:45: Additional Registration
- 9:00-9:55: Sponsored Keynote 2
- 10:00-11:55: Sessions 6 and 7
- 12:00-1:30pm: Sponsored Lunch and exhibitor passport raffle
- 1:30-4:30: Optional Workshops
- 2pm-5pm: Exhibitor take down

Thank you in advance for supporting COFLT engage and educate the next generation of world language communicators and ambassadors. We look forward to seeing you at the 2019 50th Anniversary Fall COFLT Conference!

Scott Goodman (COFLT President)  
[coftoregon@gmail.com](mailto:coftoregon@gmail.com)

*\*A copy of the final schedule will be included with your confirmation letter.*

# Exhibitor Information

**Conference Schedule for attendees:** Attached ([here](#)) is a copy of our 2017 Fall conference schedule. Our 2019 schedule is anticipated to be very similar and you will be provided with an updated schedule as soon as it becomes available.

All exhibits, workshops, and general sessions will take place at the Portland Community College Rock Creek Campus, [17705 NW Springville Rd. Portland, OR 97229](#) telephone number 971-722-6111. A map of the Exhibitor Hall is located on page “13” of this prospectus. Check-in location will be with the regular attendee registration down the hall of the main entrance (the same hall where exhibitor booths will be located).

## Selection of Exhibitors

Only firms and organizations whose nonpartisan and nonsectarian services and/or products are appropriately related to k-12 and higher ed students and the charitable and educational activities of WAFLT and COFLT shall be permitted to exhibit. COFLT reserves the right to decline or prohibit any exhibit which, in its sole judgment, is inappropriate. This reservation is all-inclusive as to person(s), printed matter, products and conduct. Exhibitors, their employees and/or their agents may not serve as voting delegates to the COFLT meetings unless otherwise a member of COFLT. However, they may be nonvoting registrants (“guests”).

## Booth Information

Exhibit space includes a table and chair in the exhibitor section of the conference. A single table will cost \$200 (non-profits may apply for a \$50 discount). Wi-Fi access is provided and electrical outlets are available with advance notice. Booth assignments will be made once the registration has been accepted, payment in full has been received, and exhibit material samples have been approved. Booth assignments are tentative until all exhibitor registrations are accepted.

Assignment of booth/space will be determined by COFLT based on several factors including but not limited to: sponsorship level, date of receipt of application and fee(s); number of years exhibiting with COFLT; a balanced distribution of products and services throughout the exhibit hall. COFLT agrees that it shall attempt to assign Applicant the booth(s) requested. However, COFLT cannot and does not guarantee any assignment of space. Applicant agrees that it will accept the booth(s) assigned to it by COFLT.

Please refer to the Exhibit Hall layout on the inside back cover of this Prospectus.

Premier exhibitor locations will be reserved for Conference Sponsors

An email confirmation will be sent once the application has been received. A few weeks prior to conference you will receive a second email confirming your registered booth personnel and final conference schedule. It is very important that the COFLT organization has the correct contact information for both billing/registration questions and on-site personnel.

## Exhibitor’s Directory and Conference Program

Exhibitors whose applications are accepted prior to (**September 10, 2019**) will be listed in the Exhibitor’s Directory. The Directory will highlight your products and/or services and will include the organization name, booth number, and contact information. Please include concise and accurate information with your exhibitor registration (25 words or less). We are also asking that exhibitors include in their registration a few words related to your organization so that we can sample our conference attendees during their registration regarding interest levels in the exhibitor provided key words, we will then communicate this attendee data back to registered exhibitors for future use. COFLT is not responsible for typographical errors.

For an additional fee, Exhibitors may advertise in the Conference Program that is distributed to each conference attendee. Color ads are available only on the program front page cover (inside) and back page cover (front and back). Advertisement options available are listed to the left:

Ad size	Dimensions	Price	Color
1/4 page	5 1/2” x 4 1/4”	\$150	Black & White
1/2 page	5 1/2” x 8” or 4 1/4” x 11”	\$250	Black & White
Full page	8 1/2” x 11”	\$350	Black & White
1/4 page	5 1/2” x 4 1/4”	\$200	Color
1/2 page	5 1/2” x 8” or 4 1/4” x 11”	\$300	Color
Full page	8 1/2” x 11”	\$500	Color

Advertising art and samples must be sent electronically to COFLT formatted in .jpg and must be received no later than September 10, 2019. Applications received after this date and prior to Conference will be included in a supplemental listing. **Conference sponsors receive premier complimentary advertising. See page “8” for more details.**

Exhibitors will receive a final update of conference details and events by e-mail (including schedule, any changes to times and places, and exhibitor booth locations) by September 21st.

# Registration

Register directly [here](#) or through the COFLT website [www.coflt.wildapricot.org](http://www.coflt.wildapricot.org) by clicking the 2019 COFLT Fall Conference button and selecting the “Exhibitor Registration” portal. *If you do not have access to online registration, contact the COFLT Exhibitor Liaison at [cofltoregon@gmail.com](mailto:cofltoregon@gmail.com) and a hard copy will be e-mailed to you.*

Online registration closes **October 1, 2019**. Booth space may fill up prior to this date. Beginning **September 10, 2019**, limited spaces may be available on a first-come, first-served basis by contacting the COFLT exhibitor liaison when a non-refundable late registration \$50 fee will be included, regardless of acceptance.

Each table for exhibitors will cost \$200 for the entirety of the conference. There is a non-profit price of \$150 available for any non-profit organizations. \*If you are applying for a non-profit organization exhibitor table fee, then you must also submit a letter explaining your non-profit status and why the reduced cost is crucial to your organization to be reviewed by conference board.

## Sponsorship Options

Sponsorships are available at one each of only FOUR levels. Sponsors will receive complimentary meal passes and program advertising, will be listed on the COFLT website by logo or link through the calendar year, and will be highlighted at the corresponding event of sponsorship. For additional sponsorship benefits and/or information, please refer to the sponsorship options listed on page “8”. The registration deadline to receive all sponsor benefits is **(September 1)**.

## Storage

There will be an available exhibitor storage room that will be locked at night, although COFLT is not responsible for insuring any valuables. At the conclusion of the set-up operation, all equipment, crates, trash, etc. must be removed from the Exhibit Area or stored out of sight. At the conclusion of the conference, all materials must be removed from the premises by no later than 5pm on Saturday, October 12, 2019.

# 2019 Sponsorship Levels

Sponsors of the Fall COFLT World Language Teachers Conference receive special recognition before, during, and after the conference. All sponsorships include premium booth selection.

**Deadline to register is September 1, 2019**

## Keynote Sponsorships

<b>\$700 KEYNOTE SPONSOR</b>	<b>\$700 KEYNOTE SPONSOR</b>
<b>FRIDAY MORNING</b>	<b>SATURDAY MORNING</b>

Each includes a full-page ad in the Conference Program, your company logo and hyperlink on the COFLT websites and conference e-mails, a minute description of your organization at the keynote introduction, priority booth placement, and (2) Friday and Saturday Lunch Passes

## Luncheon Sponsorships

<i>\$400 Friday Luncheon Sponsor Friday 12:00-1:00pm</i>	<i>\$400 Saturday Luncheon Sponsor Saturday 12:00-1:30pm</i>
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Each include a half-page ad in the Conference Program, your company logo and hyperlink on the COFLT websites, a 30 second sponsor thank you and description of your organization at the Friday Luncheon, priority booth placement and (1) Friday and Saturday Lunch Pass

## Workshop Sponsorships

<b>\$300 Saturday post-conference Workshop Sponsor Saturday 1:30pm-4:30pm</b>
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Includes a half-page ad in the Conference Program, your company logo and hyperlink on the COFLT websites, a 15 second sponsor thank you and description of your organization at the workshops, priority booth placement, and (1) Friday and Saturday Lunch Pass

## Coffee Break Sponsorships

Each includes a quarter-page ad in the Conference Program and a logo display on coffee table

<i>\$300 Coffee Break Sponsor Friday 8:00am-9:00am</i>	<i>\$300 Coffee Break Sponsor Saturday 8:00am-9:00am</i>
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**Register at [www.coflt.wildapricot.org](http://www.coflt.wildapricot.org)**

# Terms of Agreement

The signed Applicant hereby applies to participate in the 2019 Fall COFLT World Language Teachers Conference hosted on October 11 and 12, 2019 to be held at the Portland Community College Rock Creek Campus, [17705 NW Springville Rd. Portland, OR 97229](http://www.pcc.edu/17705-NW-Springville-Rd-Portland-OR-97229). Applicant hereby agrees to the Terms and Conditions contained in this Exhibitor's Prospectus and of the Hotel and has read and understands the Exhibitor Information provided in this Prospectus. The Applicant understands that the Application is not binding until accepted by COFLT via written confirmation. If the Application is accepted by COFLT, the Application, together with the Rules, shall form the agreement between the Applicant and COFLT as to the Applicant's participation in this conference.

## 1.0 Contract for Space

Applicants for exhibit space are required to submit to COFLT the formal registration provided. To be valid, each registration must include the following:

1. A completed online application: [www.coflt.wildapricot.org](http://www.coflt.wildapricot.org). *Please note: registrations made by hard copy (not through the web-site) will carry a \$50 administrative fee.*
2. Payment in full for booth rental and any additional fees and/or equipment charges (Section 2.2)
3. A full list of products scheduled for exhibition
4. Samples of all materials to be distributed (Section 3.2)
5. Name(s) and title(s) of all authorized booth personnel

The application for space and formal notice of assignment and acceptance by COFLT and full payment of applicable charges constitute a contract for the right to use this space.

## 2.0 Booth Rental Fees

Applicant agrees to pay the space rental fee allocated to the booth(s) as follows:

*Commercial Organizations – \$200.00*

*Not-for-profit Organizations – \$150.00 (an application must be submitted that stipulates why the non-profit status of the organization merits the reduced rate otherwise available)*

*Sponsorships – vary, and include premium booth placement*

Exhibit Booth space includes one table, one chair, and name badges for up to 3 (three) pre-registered Exhibitor personnel. Booth Assignments are made at the discretion of COFLT and are final.

## 2.1 Additional Fees and Equipment

COFLT will facilitate arrangements for any additional audio-visual equipment required by the Applicant including but not limited to extension cords, power strips, telephone lines, etc. through our contracted service provider. Requests for and reservations of these items will be granted on a first-come, first-served basis and constitute an addendum to the Booth Rental Fees. Outside food and beverage is not allowed in the Exhibit area.

**Electrical outlet with extension cord – \$50.00 per booth**

**Additional equipment – available for a fee upon request**

## **2.2 Payment of Fees**

Applicant shall remit a check or money order payable to COFLT, or provide valid Visa or MasterCard number for the amount of the full payment for booth and additional charges at the time of Application. Applicant understands that if payment in full is not received with the completed application, the application will be returned unprocessed and priority for booth assignment is lost. Applicant further agrees to pay a \$50 NSF fee for any nonsufficient payment made. If an exhibitor fails to make a payment hereunder when due, such exhibitor's rights to exhibit may, without further notice, be banned by COFLT.

## **3.0 Use of Space**

All demonstrations, materials, and activities must be confined to the limits of the exhibit booth. Exhibitor shall not assign, share, or sublet any space allotted without the written consent of COFLT. No exhibitor shall show goods or services other than those manufactured, sold, or offered by them in the regular course of business and approved by COFLT in the Application process (Section 3.2). The exhibitor shall not display or place any object that extends more than eight (8) feet above the floor, or outside the booth depth of six (6) feet. No interference with other exhibitors will be permitted. COFLT shall be entitled to close an exhibit at any time for failure by any exhibitor or any of its officers, agents, employees, or representatives to perform, meet or observe any term or condition set forth herein, and such exhibitor shall not be entitled to a refund.

## **3.1 Installation and Dismantling**

Installation and set-up will be Friday, October 11, starting at 6:30am until 8:00am. If booth space is not occupied by 8:00am COFLT has the right to use the space as it sees fit. All exhibits must be removed by **(5:00 pm)** on Saturday, October 12, 2019.

## **3.2 Exhibit Materials**

Exhibitor agrees to submit samples (electronic or hard-copy) of any materials that will be distributed or displayed at the COFLT Fall 2019 Conference. This includes any contracts or agreements that the Exhibitor requires a customer to sign. These materials must accompany the application for booth space. If the necessary screening materials are not included with the application, the application will be returned unprocessed. Only materials submitted to and approved by the committee may be displayed and are required to be on display for the Exhibitor Liaison preceding the opening. Any materials not approved by the Exhibitor Liaison prior to the exhibit hall opening will not be exhibited. COFLT reserves the discretionary right to disallow any materials from being displayed.

## **3.3 Irregular Canvassing, Selling and/or Activities Beyond Exhibitor Space**

Distribution of circulars or promotional material may be made only within the booth assigned to the exhibitor presenting such material. Non-registered entities will not be permitted to canvass, solicit, or distribute literature or other promotional devices during the Conference.

## **3.4 Restrictions in Operation of Exhibits**

COFLT reserves the right to restrict, at its sole discretion, exhibits which, because of noise, method of operation, materials, or any other reason, become objectionable; and also to prohibit or evict any part of or all of

an exhibit, which in the opinion of COFLT may detract from the general character of the exhibition as a whole. This restriction includes persons, product, conduct, printed materials, or anything that COFLT determines as objectionable to the exhibition. In the event of such restriction or eviction, exhibitor shall not be entitled to a refund of any part of any fee. All operations are subject to local laws and statutes.

### **3.5 Sound Devices**

No sound-making equipment of any kind may be set up or used in exhibit booths without the prior written approval of COFLT .

### **4.0 Lobbying/Endorsement**

Applicant agrees that no Exhibitor shall request COFLT delegates to lobby any governmental agency or official. Participation in the Conference does not constitute endorsement of any product, service, or position by COFLT. No Exhibitor may use the COFLT name or logo without the prior written approval of COFLT. COFLT reserves the right to reject any Exhibitor if, in its sole judgment, a proposed exhibit is not in keeping with COFLT's charitable and educational purposes or appropriate for this exhibition.

### **5.0 Indemnification**

The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of Exhibitor's activities on the Hotel premises and will indemnify, defend and hold harmless COFLT and the Hotel, its agents, guests and employees from any and all such losses, damages and claims. The Hotel will not be responsible or liable for any losses, damage or claims arising out of Exhibitor's activities on the Hotel premises except for any claims, loss or damages arising directly from its negligence. Applicant further covenants and agrees to indemnify and to fully pay and reimburse the Hotel any and all costs of replacement of damaged Hotel property, and for the restoration and repair of the premises, damaged, destroyed or otherwise defaced or injured by the Applicant's use or by the use of its members, employees, agents and invitees of the same.

### **5.1 Liability and Insurance**

The Exhibitor understands that neither COFLT nor the Hotel maintains insurance covering the Exhibitor's property. Neither COFLT; the Hotel; their representatives, officers, or staff members will be responsible for the safety of the property of the exhibitors from theft, damage or other causes. Exhibitors are advised to consult their respective insurance brokers for proper coverage of display material from the time it leaves their company's premises until its return, to obtain an insurance addendum to cover any losses incurred, and to provide COFLT a copy of said binder upon request.

### **6.0 Rules and Regulations of the PCC Rock Creek Campus**

In addition to the Terms of Agreement of the 2019 Fall COFLT World Language Teachers Conference hosted by COFLT set forth in this Exhibitor Prospectus, Applicant shall comply with all rules and regulations of PCC ("Rules"). These Rules become a part of the contract between Exhibitor and COFLT. They have been formulated for the best interest of all exhibitors. All points not covered are subject to the decision of COFLT and PCC Management Teams.

## **6.1 Care of Building and Equipment**

Exhibitors and/or their agents shall not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. Should such damage occur, the exhibitor shall be liable to the owner of the damaged property and will be billed accordingly. Flammable or other dangerous or hazardous fluids, substances, materials, equipment, or other items may not be used in any booth. Exhibitor must use flame- resistant decorative material.

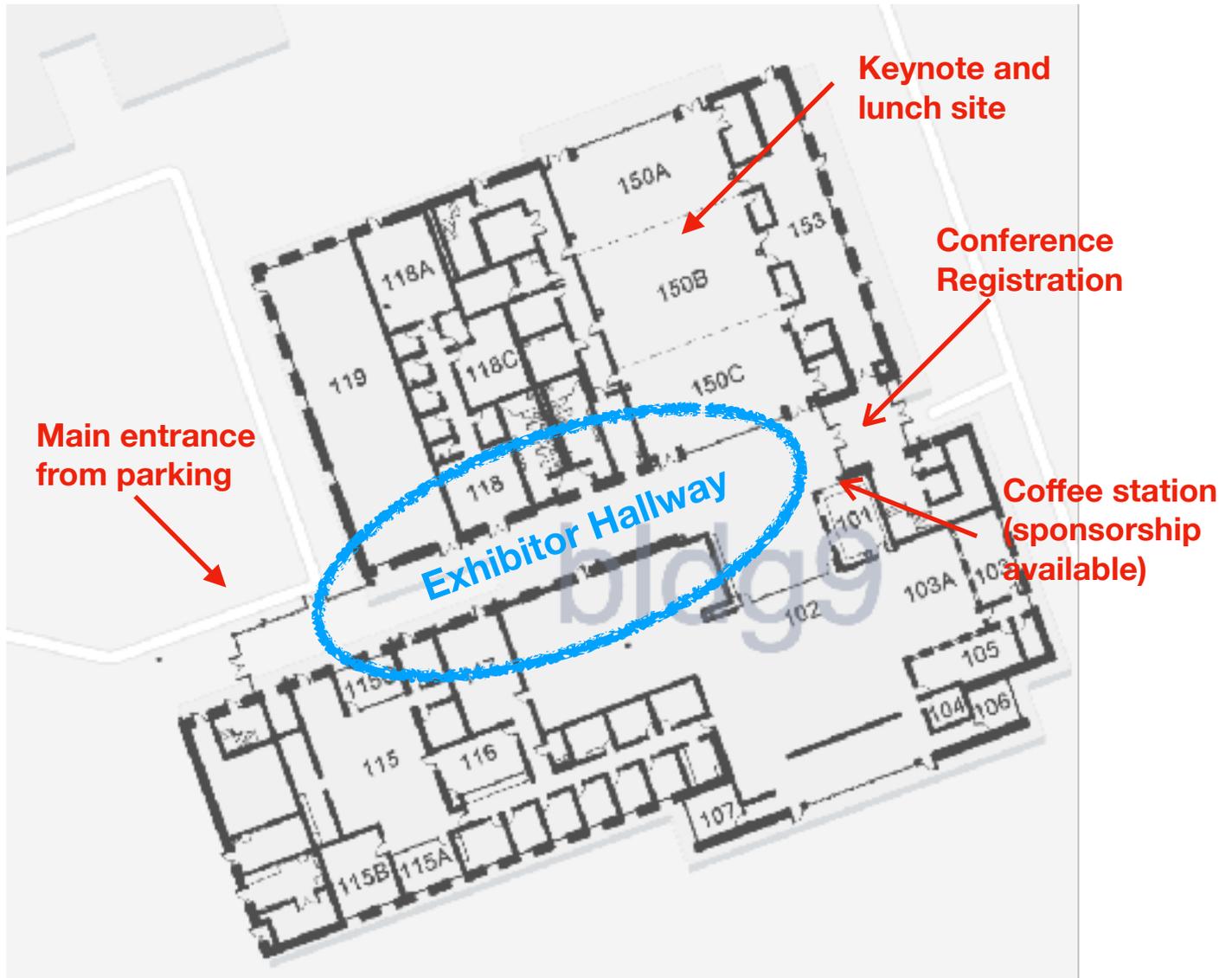
## **7.0 Cancellation Policy**

Applicant understands that should it become necessary to cancel this Agreement, a refund will be made only if COFLT receives cancellation, in writing, no later than (September 11, 2019) In such event, COFLT will refund to the Exhibitor the total amount which the Exhibitor has paid to date less any non- refundable expenses incurred by COFLT. Additionally a \$100.00 cancellation fee will be retained. Any cancellations received after (October 1, 2019) will not receive a refund of any kind.

## **7.1 Catastrophe**

In the event that because of war, fire, strike, government regulation, public catastrophe, act of God or the public enemy, or other cause, the Conference or any part thereof is prevented from being held, COFLT shall determine and refund to the Applicant its proportionate share of the balance of the aggregate exhibit fees received which remains after deducting all Conference-related fees, costs and expenses. In no case shall the amount of the refund to the Applicant exceed the amount of the booth rental fee paid.

# Exhibitor Site Map



COFLT has been working for fifty years to provide professional development, networking, and collaborative opportunities for world language teachers in Oregon. World language teaching is essential to a well-rounded education and teaches the emerging generations the importance of international collaboration and empathy through language and cultural studies. If we neglect this education for our students, we isolate both ourselves and our future in an increasingly globally connected world. World language education is a chance for students to learn and grow in ways that traditional curriculum classes can not provide.

Exhibitors help connect teachers to the resources that students need to fully maximize their learning capacity. We are so excited to include your organization and its services into the overall success of Fall 2019 COFLT World Language Teachers Conference. Do not hesitate to contact us with any questions, comments, or concerns you may have and we so look forward to working with you at this exciting event. Thank you. Thank you. Thank you.

COFLT is a 501(c) (3) non-profit organization. As such, the said organization adheres to the rules and regulations of the Federal Government and State of Oregon regarding all fiscal practices.

**Thank You for Helping to Nurture the  
Next Generation of World Language Learners!**



Confederation in Oregon for Language Teaching