

September 19, 2017



TO: Exhibitors

FROM: Dr. John Q. Porter, Chief of Technology and District Transformation

SUBJECT: Mississippi Education & Technology Innovation Symposium (METIS)

The Mississippi Department of Education will be hosting its 3rd annual symposium on June 27-29, 2018 at the Jackson Convention Complex, located at 105 E. Pascagoula Street, Jackson, MS. We would like to invite your company to participate as an exhibitor or sponsor.

As an exhibitor or sponsor, you will have the opportunity to showcase your latest technology-related products and services and interact with an anticipated 800 educators, technology directors, IT staff, program directors, administrators, and decision makers from the 147 school districts throughout the State.

This Symposium is the best opportunity for professionals to come together to explore innovative solutions and technological innovations; and learn about emerging trends, infrastructure, network security, data management, best practices, and more.

Following is information that we would like to share with you regarding the symposium.

Exhibitor/Vendor Sponsorship Opportunities

Becoming an Exhibitor or Sponsor is easy. We offer four (4) exhibitor sponsorship levels and all come with premium exhibit space and all exhibitor benefits! All exhibits will be housed in the high traffic area of the main lobby, providing easy access from session rooms for attendees.

Also, we offer the opportunity for Exclusive Sponsorship for vendors who want repeat exposure, brand awareness and cost-effective marketing. See the attached Exhibitor Registration Form and Exclusive Sponsorship Opportunities for more details.

Breakout Sessions

Exhibitors will have the opportunity to hold educational sessions. These sessions should provide attendees with educational value. Please refrain from promoting a specific business, product, or service. If you are interested in offering a "breakout session", the Presenter Registration Form is available on our website at <http://www.mdek12.org/OTSS/metis/2018>. Once all Presenter Registration Forms are submitted, a committee will review and select the ones that are most appropriate for the symposium. If your session is selected, we will notify you as soon as the committee finalizes the program. The deadline to submit the Presenter Registration Form is January 15, 2018.

Door Prizes

Exhibitors are encouraged to provide door prizes and swag to be given out at their booths. Exhibitors are responsible for awarding prizes. METIS will not hold or mail any prizes at the end of the symposium.

Exhibitor Hours

Exhibitor Setup:

Tuesday, June 26, 2018 – 12:00 pm to 4:00 pm

Exhibit Hall Hours:

Wednesday, June 27, 2018 – 7:30 am to 4:30 pm

Thursday, June 28, 2018 – 7:30 am to 4:30 pm

Friday, June 29, 2018 – 7:30 am to 12:00 pm

Exhibitor Breakdown:

Tear down will begin immediately following the symposium closing at *12:00 p.m.*, on *Friday, June 29th*.

Freight/Receiving/Shipping

Convention Display Services (CDS) will be accepting exhibitor shipments prior to the event date. Please contact Brooke Fuller at 601-948-4228 for all shipping and receiving options. Please do not send shipments directly to Jackson Convention Complex.

Additional Information

Please submit your exhibitor registration and/or exclusive sponsorship form by March 1, 2018. Exhibitors will be invoiced upon receipt of their registration. Payment must be received within 30 days of the invoice date. Exhibitor booth assignments will not be confirmed until payment is received.

Information regarding hotel, agenda, session schedule, online registration/payment, etc. is coming soon to our website at: <http://www.mdek12.org/OTSS/metis/2018>.

If you have questions as you prepare for this event, please contact Barbara Young or Debra Hines at (601)359-3487 or metis@mdek12.org. We are looking forward to a GREAT conference this year. Your participation is encouraged and appreciated.

Exclusive Sponsorship Opportunities



**Mississippi Education and Technology
Innovation Symposium
June 27-29, 2018
Jackson Convention Complex
Jackson, MS**

Exclusive Sponsorship...

...items will be provided to each attendee upon check in
...can be purchased as stand-alone OR in addition to one of the sponsorship packages
...include recognition of your sponsor level and your company logo on welcome signage, conference program, and app.

Items one-color imprint	Recognition	Sponsor Amount	Sponsored Item(s)
Conference Bags – (800)	Conference Bags will be imprinted with the conference logo and the logo of the sponsor. A great way to increase your company’s exposure during and after the conference.	\$7,000	\$
Promotional Tees– (800)	Promotional Tees will feature the conference logo and the logo of the sponsor. Another great marketing tool to increase your company’s exposure during and after the conference.	\$5,000	\$
Water Tumblers – (800)	Tumblers will be imprinted with the conference logo and the logo of the sponsor. We’ll have hydration stations around the venue. Attendees will be using your branded tumbler to fill up throughout the day.	\$3,000	\$
Note Pad & Pen Set – (800)	Have a pad of paper and pen with your logo on it for attendees to use as they sit down for their sessions!	\$2,000	\$
TOTAL AMOUNT DUE			\$

COMPANY INFORMATION: (Please print to ensure accuracy)

Company Name: _____
 Company Address: _____
 City/State/Zip: _____
 Contact Name: _____
 Contact Phone: _____ Email: _____

Sponsorship Due By: March 1, 2018

Make check payable to Mississippi Department of Education and mail along with form to:

Mississippi Department of Education
 Office of Technology and Strategic Services
 Attn: METIS
 P. O. Box 771
 Jackson, MS 39201

**Don’t forget to email your company logo to the address below.*

Contact information:
 Phone: (601) 359-3487
 Email: metis@mdek12.org

METIS USE ONLY:
Date Rcv’d: _____
Ck #: _____
Sponsorship: _____
Quantity: _____
Deposit Date: _____

**Exhibitor Registration
Form**



**Mississippi Education and Technology
Innovation Symposium
June 27-29, 2018
Jackson Convention Complex
Jackson, MS**

COMPANY INFORMATION: (Please print to ensure accuracy)

Company Name: _____
 Company Address: _____
 City/State/Zip: _____
 Contact Name: _____
 Contact Phone: _____ Email: _____

EXHIBITOR SPONSORSHIP PACKAGES (see attachment)

Emerald Sponsorship (6 attendees)	@	\$ 5,500	=	\$	_____
Ruby Sponsorship (4 attendees)	@	\$ 4,000	=	\$	_____
Sapphire Sponsorship (2 attendees)	@	\$ 2,500	=	\$	_____
Booth Only Sponsorship (1 attendee)	@	\$ 1,000	=	\$	_____
Additional Attendee/per person	@	\$ 125	=	\$	_____
Lead Capture rental (a la carte)	@	\$ 349	=	\$	_____
Processing Fee (Registration after Mar 1, 2018)	@	\$ 200	=	\$	_____
TOTAL AMOUNT DUE				\$	_____

Name/email of each attendee:

1	Name: Email:	5	Name: Email:
2	Name: Email:	6	Name: Email:
3	Name: Email:	7	Name: Email:
4	Name: Email:	8	Name: Email:

Registration due by March 1, 2018; if registering after March 1, please add an additional \$200 processing fee.

Make check payable to Mississippi Department of Education and mail along with form to:

Mississippi Department of Education
 Office of Technology and Strategic Services
 Attn: METIS
 P. O. Box 771
 Jackson, MS 39201

Contact information:
 Phone: (601) 359-3487
 Email: metis@mdek12.org

METIS USE ONLY:
Date Rcv'd: _____
Ck #: _____
Size of Booth _____
Booth#: _____
Sponsorship: _____
Deposit Date: _____

EXHIBITOR SPONSORSHIP PACKAGES

Package Contents:	Booth Size	Exhibitor Registrants	Speaking Opportunity	Lead Capture (Device)	Splash Ad (App)	Beacon Alert (App)	Conference Program (Name & Logo)	Banner Ad (App)	Interactive Map Listing (App)	Sponsor Listing (Signage)	Scrolling Marquee (in Lobby)
EMERALD \$5,500	10x20	6 attendees	5 min	Included	Included	Included	Included	4 banner ads	Included	Included	Included
RUBY \$4,000	10x10	4 attendees		Included		Included	Included	3 banner ads	Included	Included	Included
SAPPHIRE \$2,500	10x10	2 attendees				Included	Included	2 banner ads	Included	Included	Included
BOOTH \$1,000	10x10	1 attendee									

Registration due by March 1, 2018; if registering after March 1, please add an additional \$200 processing fee.

Each exhibit booth includes:

- ❖ One skirted 8' table and two chairs
- ❖ 8' high back drapes and 3' high side drapes
- ❖ Carpeted Flooring
- ❖ Booth identification sign
- ❖ Electrical connection
- ❖ Wi-Fi
- ❖ Breakfast and lunch provided for all registered attendees

Description of App Features:

- Splash Ad – Is an image of your company logo, that acts as the front page prior to displaying the METIS homepage. When users open the app, this is the first thing they see.
- Beacon Alert – Is an electronic signal sent via the METIS app when an attendee comes into the range of a beacon. Proximity is the trigger. Alerts set to notify attendees of your booth; can be a short custom message.
- Banner Ad – Is a rectangular image of your company’s logo that stretches across the top of the METIS homepage. It is intended to attract traffic to your booth and direct attendees to your company’s website. These ads rotate every few seconds.

Booth assignments will NOT be made until fees are paid in full. Booth assignments are on a first-come, first-served basis.