Exhibitor Brochure

March 14th - 17th
Portland, Oregon, USA
Hilton Portland Downtown

19th Annual
Team-Based Learning Collaborative

Annual Meeting 2020

Team-Based Learning Collaborative

Exhibitor Brochure
Meeting Facts

The Team-Based Learning Collaborative (TBLC) is a global group of educators dedicated to supporting faculty from a variety of disciplines who wish to implement team-based learning. Our recent conferences have included educators from a range of backgrounds, including medical education, other health-related disciplines, graduate and undergraduate education, K-12 education, nonprofit and corporate universities. We have benefited from everyone’s experience and wisdom as we strive to share teaching resources and promote the dissemination, evaluation and scholarship of team-based learning.

Who Should Exhibit?

• Educational technology companies/developers (e.g. applications, devices, learning management systems, audience response systems, testing tools)
• Publishers of education-focused journals and books (disciplines can include a variety of areas: K-12, undergraduate, graduate, professional, health sciences)
• Developers of distance education platforms
• National organizations representing educational associations
• Providers of continuing education
• Universities and other educational organizations seeking talented educators

Exhibitor Information

All exhibitors will receive promotions of their company on the conference website and may supply TBLC with brochures or literature sheets to distribute at the event.

Platinum Exhibitor - $7500 -- Networking Lunch
• Four conference registrations including all meals, breaks, receptions, social event and dinner
• Two draped tables with four chairs provided
• Networking lunch sponsorship with short platform presentation (10-15 minutes)
• Recognition in the conference booklet including a 100 word marketing statement
• Company promotion on conference website
• Company brochure or literature sheet in each registrant’s packet

Silver Exhibitor - $2500 -- Lunch and Business Meeting
One conference registration including all meals, breaks, receptions, social event and dinner
• One draped table with two chairs provided
• Lunch and Business Meeting sponsorship with short platform presentation (2-4 minutes)
• Recognition in the conference booklet including a 100 word marketing statement
• Company promotion on conference website
• Company brochures or literature sheet in each registrant’s packet

Bronze Exhibitor - $1000 -- Multiple Opportunities
• One conference registration including all meals, breaks, receptions, social event and dinner
• One draped table with two chairs provided
• Acknowledgement of Sponsor in the conference booklet and at event
• Company promotion on conference website
• Company brochures or literature sheets at event

Gold Exhibitor - $5000 -- Dinner/Awards
• Two conference registrations including all meals, breaks, receptions, social event and dinner
• Two draped tables with four chairs provided
• Dinner/Awards sponsorship with short platform presentation (5-8 minutes)
• Recognition in the conference booklet including a 100 word marketing statement
• Company promotion on conference website
• Company brochure or literature sheet in each registrant’s packet

Signature Sponsor - $500
• Great venue for universities and other educational organizations to highlight their TBL programs and talented TBL facilitators.
• Page Advertisement in the conference booklet
• Company promotion on conference website
Daily Schedule of Events for Exhibitors

Sunday, March 15, 2020

8:00 AM - 4:00 PM  Registration Open
9:00 AM - 12:00 PM  Preconference Workshops
10:30 AM - 10:45 AM  Coffee Break AM
12:00 PM - 1:00 PM  Lunch
1:00 PM - 4:00 PM  Preconference Workshops & Exhibitor Set Up
5:00 PM - 6:30 PM  Opening Plenary
6:30 PM - 8:00 PM  Meet And Greet Reception

Monday, March 16, 2020

7:00 AM - 4:00 PM  Registration Open
8:00 AM - 8:15 AM  Introduction and Welcome
8:15 AM - 9:45 AM  Second Plenary
9:45 AM - 10:00 AM  Break
10:00 AM - 11:45 AM  Workshops
12:00 PM - 1:00 PM  Networking Lunch
1:15 PM - 3:00 PM  Workshops
3:00 PM - 3:15 PM  Break
3:15 PM - 4:15 PM  Oral Sessions
4:15 PM - 4:30 PM  Break
4:30 PM - 6:00 PM  Poster Viewing With Exhibitors
7:00 PM - 9:00 PM  Dinner / Awards

Tuesday, March 17, 2020

7:00 AM - 3:00 PM  Registration Open
8:00 AM - 9:45 AM  Workshops
9:45 AM - 10:15 AM  Break
10:15 AM - 12:00 PM  Oral Sessions
12:00 PM - 12:15 PM  Break
12:15 PM - 2:00 PM  Lunch & Business Meeting
2:00 PM - 3:00 PM  Exhibitor Tear Down

Questions?
Please Contact
support@tblcadmin.org
Terms, Conditions, & General Rules

Application Deadline and Fees - Applications for exhibit space are considered on a first come, first serve basis. Given limited space in the exhibit area, it is recommended that your organization submit the completed application form as soon as possible. Exhibitors must be registered and have their company description and logo on file no later than February 1, 2020 to guarantee inclusion into the conference booklet. The deadline for receipt of the application as full payment is 5:00 pm EST, February 25, 2020. Rates will increase $250 for all applications postmarked after February 25, 2020. Exhibit space is assigned by TBLC in the order that signed contracts and payments are received.

Cancellations or Reductions - Cancellation requests must be received in writing no later than February 25, 2020 and are subject to a $250 cancellation fee per booth. If space is reduced prior to February 24, 2020, 20% of the total cost of space will be retained. If space is reduced between February 24, 2020 - March 1, 2020, 50% of the total cost of the space will be retained. There are no refunds for reduction or cancellation after March 1, 2020.

Electrical Connections and Internet - Arrangements for electricity or Internet access must be made directly with TBLC. Details will be sent to all Exhibitors by February 1, 2020. Details for these arrangements will be sent to the official contact person.

Liability - Each exhibitor agrees to protect, save and hold Hilton Portland Downtown, TBLC and all agents and employees thereof (hereinafter collectively called “indemnities”) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor, and further, Exhibitor shall at all times protect, defined, indemnify, save, and hold harmless the indemnities against and from any and all losses, costs, damages, liability, or expenses (including attorney’s fees) arising from or by reason of any accident or bodily injury or other occurrence to any person or persons, including Exhibitor, its agents, employees, and business invites, which arises from or out of the exhibition premises, or any part thereof.

Shipping - All exhibitors are asked to make individual arrangements for shipping & handling by February 1, 2020. Details for shipping will be sent to the official contact person.

Non-Educational Activities - Exhibitor sponsored dinner, entertainment activities and/or meetings may not be scheduled in direct conflict with any scheduled sessions. Requests for space must be approved by TBLC.

Sound Devices / Noise Level - The noise level from any product demonstration or sound system must be kept to a minimum to prevent interference with other exhibits.

Subletting or Sharing or Space - No subletting or sharing or booth space is permitted.

Please visit tblcmeeting.org for details
Exhibitor Application

Exhibitor Information

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Agreement: We hereby submit application for exhibit at the 19th Annual TBLC Meeting. We agree to abide by the terms and conditions set forth under terms, conditions & general rules.

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Booth Participants

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- Please attach or e-mail a brief company description (100 words or less) of your organization's products and services. This description will be printed in conference syllabi.
- Please send your logo in a high resolution .tif or .jpg format (300 dpi) to be used as the recognition at the meeting and in the conference booklet.
- Please read the Exhibitor Information and Conditions of Exhibitor Agreement carefully before sending in this application/contract for Exhibit Space. Exhibitor booth assignments are on a first-come, first-serve basis. There are a limited number of tabletops for non-profit discipline societies.

Registration Information

REGISTRATION TYPE (MEALS AND COFFEE BREAKS INCLUDED WITH ALL EXHIBITOR REGISTRATIONS)
- Platinum Exhibitor $7,500
- Gold Exhibitor $5,000
- Silver Exhibitor $2,500
- Bronze Exhibitor $1,000
- Signature Sponsor $500

BRONZE SPONSORSHIP OPPORTUNITIES - $1000 EACH PER DAY
- Plenary
- Oral Sessions
- Poster Viewing
- Registration Area
- Workshops
- Refreshment Break
- Meet and Greet Reception
- Registration Area
- Monday
- Tuesday
- Sunday
- Plenary
- Oral Sessions
- Poster Viewing
- Registration Area
- Workshops
- Refreshment Break
- Meet and Greet Reception
- Registration Area
- Monday
- Tuesday
- Sunday

ADDITIONAL ITEMS
- Electricity
- Brochure or Literature Sheet for Registration Packets

Payment Information

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Complete and send this form with full payment to:
TBLC • c/o JulNet Solutions, LLC • 1000 5th Avenue Suite 100 • Huntington, WV 25701 • Phone 304-208-8011 • Fax 304-523-9701
support@tblcadmin.org • www.teambasedlearning.org