

Annual Conference

Hundreds of local government officials attend the League of Kansas Municipalities' *Annual Conference* and your organization is invited to participate! Our next conference will be held in Wichita, Kansas, September 16-18. Participation in our conference will provide your organization with many opportunities to make direct contact with people working to provide the best in Kansas local government. Listed below are the ways that you can be a part of this exciting event. **Don't miss this once-a-year opportunity!**

Conference Vendor

The registration process is simple when working with the League. For a one-time payment of \$800, your organization receives admission passes for two booth representatives to the conference. Vendors have access to all meals served in the trade show hall. An event ticket for the Sunday night social event may be purchased separately for \$25.

Conference Sponsorship

Sponsorship is a key marketing tool that should not be overlooked. All sponsors are prominently recognized in the conference packets. Depending on your sponsorship level, you will receive a number of additional benefits.

Direct Mail Marketing

In addition to your booth reservation, we have two options to reach our members prior to conference. You may either choose to mail a postcard to our attendee list prior to conference inviting them to stop by your booth, or we can assist you with an email marketing piece to target attendees. See side panel for more details.

Conference App

Every booth reservation will receive a 'basic' listing within the Conference Mobile App, which will include your booth number, and company name. Choose the 'expanded' listing, and link directly to your company website, all contact information, and social media pages for a nominal \$50 fee.

Exhibit Fee includes:

- One 10x10 booth with a skirted table, two chairs, a company name sign, and wastebasket.
- Two registrations for booth personnel.
- Recognition in vendor/sponsor booklet.
- A basic listing on the mobile App.

Increase your Visibility:

- Mobile App: Purchase an expanded listing, which will link your social media pages and website to your basic listing for a nominal \$50 fee.
- Direct mail marketing options to encourage attendees to stop by your booth:
 - Option 1: Postcard mailer; (4 1/4" x 6"); the League will stamp and label your postcard, only cost is reimbursement for postage used.
 - Option 2: E-blast Marketing; (\$150); provide the League with a PDF document, which will be sent via email to registered attendees within two weeks of conference dates.

Sponsor Opportunities:

- **Platinum (\$2,500)**
 - Conference Mobile App sponsor, includes banner ads in App, plus all benefits of Gold level as listed below.
- **Gold (\$1,000)**
 - Three complimentary registrations, company name and logo in sponsor booklet, logo on signage, and logo in pre-general session videos.
- **Silver (\$750)**
 - Two complimentary registrations, company name and logo in sponsor booklet, logo on signage, and logo in pre-general session videos.
- **Bronze (\$500)**
 - One complimentary registration, company name and logo in sponsor booklet, logo on signage, and logo in pre-general session videos.

Annual Conference Order Form

Application for League of Kansas Municipalities Conference Vendor Booth and/or Sponsorship
Questions: Contact Kate Cooley; kcooley@lkm.org or 785.354.9565

Contact Information

Organization/Department/Building (if applicable): _____

Name: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____

Booth Preference from Floor Plan:

1st choice: _____ 2nd choice: _____ 3rd choice: _____

view available booths at www.lkm.org/vendors

Booth Policies

Submitting this signed form by fax or email will reserve your booth. If payment is not received after **45 days** of invoice, League staff may release the booth to other companies on the waiting list. The League cannot guarantee first preference for a booth until payment is received.

Cancellations must be submitted in writing and received on or before **July 1**. All cancellations are subject to a \$100 cancellation fee. There will be no refunds for “no shows” or cancellations received after **July 1**.

Signature of Acceptance

We wish to contract for exhibit space at the League of Kansas Municipalities Annual Conference, and understand the above listed policies.

Signature: _____

Print name: _____

Date: _____

***Send no money now.**

The League will send an invoice to the email listed above.

Booth Rates

MBA Booth

(Signature & Associate level) \$800 value

(first booth) \$0

MBA Booth (Basic) \$800 value

\$720

Booth (non-MBA rate)

\$800

Sponsorship

Platinum

\$2,500

Gold

\$1,000

Silver

\$750

Bronze

\$500

Additional Options

Postcard Mailer

\$TBD

E-blast Marketing

\$150

Expanded App Listing

\$50

Sunday Social Event Ticket

\$25

Total Fees

Total Booth Fees

\$

Total Sponsorship

\$

Total Marketing/Promotion

\$

Total