



August 7, 2017

**LIFE Conference XX Planning Committee**

**Birth to Three, Early Intervention System**  
Nancy Smith

**Center for Disabilities Studies**  
Sonja Rathel

**Community Legal Aid Society**  
Brian Hartman

**Delaware Division of Services for Aging and  
Adults with Physical Disabilities**  
Marge Turner

**Delaware Transit Corp.**  
Donna Jones

**Department of Education**  
Dale Matusevich

**Developmental Disabilities Council**  
Kristin Harvey  
Emmanuel Jenkins  
Stefanie Lancaster  
Patricia Maichle

**Division of Developmental Disabilities  
Services**  
Nina Licht

**Division of Medicaid & Medical Assistance**  
Susan Mateja  
Julia Rodriguez

**Governor's Advisory Council for Exceptional  
Citizens**  
Kathie Cherry  
Wendy Strauss

**Self Advocate**  
Laura Greene

**St. John's Community Services**  
Laura Strmel

**State Council for Persons with Disabilities**  
Daniese McMullin-Powell  
John McNeal  
Amber Rivard  
Dee Rivard  
Josephine Singles  
Jamie Wolfe

**United Cerebral Palsy of DE, Inc.**  
Carma Carpenter

Dear Potential Exhibitor or Sponsor,

We are writing to make you aware of a wonderful public awareness and education opportunity for your organization. The **20<sup>th</sup> Annual LIFE Conference** will take place on **Wednesday, January 24, 2018 at the Dover Downs Hotel** in Dover, Delaware.

The LIFE Conference is a regionally recognized annual conference developed by a coalition of Delaware organizations that serve persons with disabilities and their families. **LIFE** stands for **Liberty and Independence For Everyone** and addresses the topics of:

- Legislation
- Independence (through Assistive Technology)
- Families
- Education

Over 500 attendees (people with disabilities, families and professionals) attend the annual conference for educational and networking opportunities. Conference participants can choose from twelve different workshops with ample break times throughout the day to visit conference exhibitors.

**Sponsor and Exhibitor space sold out for the 2017 LIFE Conference, so be sure to register early to not miss out!**

Enclosed with this letter is a Partnership and Sponsorship Opportunities packet outlining the ways your organization can be involved with the LIFE Conference XX including sponsorship, exhibiting, or purchasing a program advertisement.

If you should have any questions about this information, please contact Lorraine Janusas at 508-539-3530 or [lorraine@eventfulconnections.com](mailto:lorraine@eventfulconnections.com).

Sincerely,

LIFE Conference XX Planning Committee

**LIFE Conference XX Partnership and Sponsorship Opportunities**  
**January 24, 2018 –Dover Downs Hotel**  
[www.lifeconferencede.org](http://www.lifeconferencede.org)

The LIFE Conference is an annual conference developed by a coalition of Delaware organizations that serve persons with disabilities and their families. **LIFE** stands for **L**iberty and **I**ndependence **F**or **E**veryone and addresses the topics of: Legislation, Independence (through Assistive Technology), Families and Education. Over 550 attendees (people with disabilities, families and professionals) attend the annual conference for an excellent education and networking opportunity. Below are ways your company can be involved with the LIFE Conference XX.

**Sponsorship Opportunities:**

**Platinum Level (\$5,500 and up)**

*Benefits to your organization will include:*

- Registration and lunch for 6 people
- An exhibitor space
- Recognition of your sponsorship on the conference website with a link to your company's website
- Recognition of your sponsorship on the conference brochure (if confirmed by 8/31/17) and conference email promotions (on-going with sponsors added as confirmed)
- Recognition of your sponsorship at the conference with signage and announced by speaker at podium
- Full page ad (7.5 in. x 10 in.) in the conference program booklet (**ad due by 12/15/17**)
- Inclusion of literature in conference packets (Please provide 550 of each item to DDC by 1/10/18)

**Gold Level (\$2,750 - \$5,499)**

*Benefits to your organization will include:*

- Registration and lunch for 4 people
- An exhibitor space
- Recognition of your sponsorship on the conference website with a link to your company's website
- Recognition of your sponsorship on the conference brochure (if confirmed by 8/31/17) and conference email promotions (on-going with sponsors added as confirmed)
- Recognition of your sponsorship at the conference with signage
- Half page ad (7.25 in. x 4.5 in.) in the conference program booklet (**ad due by 12/15/17**)
- Inclusion of literature in conference packets (Please provide 550 of each item to DDC by 1/10/18.)

**Silver Level (\$1,100 - \$2,749)**

*Benefits to your organization will include:*

- Registration and lunch for 2 people
- An exhibitor space
- Recognition of your sponsorship on the conference website with a link to your company's website
- Recognition of your sponsorship on the conference brochure (if confirmed by 8/31/17)
- Recognition of your sponsorship at the conference with signage
- Quarter page ad (3.5 in. x 4.5 in.) in the conference program booklet (**ad due by 12/15/17**)
- Inclusion of literature in conference packets (Please provide 550 of each item to DDC by 1/10/18)

### **Bronze Level (\$600 - \$1,099)**

*Benefits to your organization will include:*

- Registration and lunch for 1 person
- An exhibitor space
- Recognition of your sponsorship on the conference brochure (if confirmed by 8/31/17)
- Recognition of your sponsorship at the conference with signage
- Business card size (3.5 in. x 2 in.) ad in the conference program booklet (**ad due by 12/15/17**)

### **Exhibitor Space Only:**

- For Profit Organizations - \$365 (before 1/1/2018) or \$465 (on or after 1/1/2018.)
- Non-Profit Organizations - \$265 (before 1/1/2018) or \$365 (on or after 1/1/2018.)

*Includes one skirted 6-foot exhibit table, lunch and registration for one person to staff the table. If you will have additional staff at your exhibit table, please see below under Additional Exhibitor Representatives.*

### **Additional Exhibitor Representatives:**

Additional exhibitor representatives are available for \$70 per person before January 1, 2018. On or after January 1, 2018, the charge for extra attendees is \$95 per person.

### **Program Advertisements:**

- Full Page Ad (7.5 in. x 10 in) - \$225
- ½ Page Ad (7.25 in. x 4.5 in.) - \$175
- ¼ Page Ad (3.5 in. x 4.5 in.) - \$100
- Business Card Size Ad (3.5 in. x 2 in.) - \$75

***Please send ads in print ready format (JPEG, TIF or PDF) to JoAnneH@AllClearEMG.com by 12/15/17. Ads will appear in black and white.***

### **Bag Insert Exhibitor:**

- Bag Insert Exhibitor - \$115

*If you are unable to exhibit in person, the Bag Insert Exhibitor option enables your organization to provide a one-page insert of promotional materials to be included in each conference attendee's bag. Please provide 550 of each item to DDC by 1/10/18. Delivery of the materials to the DDC office at Margaret M. O'Neill Building, 2<sup>nd</sup> Floor, 410 Federal Street, Suite 2, Dover, DE 19901 is the responsibility of the exhibitor.*

**Product Donations or In-Kind:** The donation of products to be used for door prizes (reserved for products valued at \$25 or above) or for inclusion in conference attendee bags (please provide 550 of each item) are appreciated. Product donations will be recognized at the conference with signage at the registration table. If product donations are valued over \$600 then equivalent sponsor benefits may be offered at the discretion of the conference organizers. Please indicate if you plan to donate products on the online or enclosed registration form.

**Conference Registration:** Conference organizers strongly encourage exhibitors to register for the conference **online** at [www.lifeconferencede.org](http://www.lifeconferencede.org). Each individual exhibitor representative must be registered to attend the conference.

**Payment and Cancellation Policy:** All payments for exhibitor space and/or sponsorships must be made no later than December 20, 2017. All cancellations must be received in writing to Lorraine Janusas at Eventful Connections. Cancellations received on or before December 20, 2017 will be refunded 50% of the exhibitor fee. After December 20, 2017, no portion of the exhibitor fee will be refunded.

In the event of extreme inclement weather, the committee reserves the right to reschedule the event. Updates will be posted on the website.

**Set-Up and Removal:** Due to hotel restrictions, the exhibit area will only be made available at 6:00 am on the conference day for set up, and exhibits should be fully in place no later than 7:30 am that morning. Exhibits are to remain in place until at least 3:45 pm. All teardown must be completed by 5:00 pm. Each exhibitor is responsible for installation and removal of the exhibit. Exhibitors must provide their own flatbed carts and dollies.

**Exhibit Space Information:** Included in the exhibit space cost are one 6' table (covered and skirted), two chairs, and a table sign with your organizations' name, if requested with registration. Electricity will be provided only upon request. Exhibits should not be placed so as to obstruct the view of any other exhibit. Exhibits should not project beyond the allotted space and should not interfere with access to any exhibit, aisle, or doorway.

**Use of Exhibit Space:** All demonstrations during the conference must be held within the boundaries of the assigned exhibit space. No exhibit space may be sublet or assigned to a company, group, or individual other than that listed on the exhibit contract/ registration. No guns, knives, helium balloons or pharmaceuticals are permitted for show or sale. The LIFE Conference reserves the right to restrict part or all of exhibit or merchandise if it is judged to be objectionable or counter-productive to the conference as a whole. The exhibitor is solely responsible for obtaining licenses and permits required by the city, county, and state for payment of all payment of all taxes and government fees. Each exhibit is expected to be attended by at least one representative during exhibit hours. All attendants will be required to be identified as an exhibitor. Any exhibit using audible devices must not interfere with neighboring exhibits.

**Assignments of Exhibit Space:** The LIFE Conference Planning Committee reserves the right to assign the layout of exhibit space. Space reservations will be taken on a first-come, first-served basis. **Receipt of full payment must accompany the exhibitor application to reserve a space.** Exhibit space is limited. As much as possible, requests for complementary or competitive exhibitor space placements will be honored.

**Commercial Support:** The exhibitor shall complete all paperwork in a timely manner as related to commercial support documentation for continuing education credit. Failure to complete requested forms may result in cancellation of exhibitor space or sponsorship.

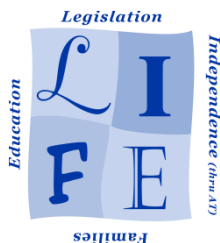
**Substitutions:** No substitutions can be made for products or services offered in exhibitor or sponsorship packages. For example, ad space may not be substituted for additional representatives' registration.

**Liability:** The LIFE Conference acts only as an agent for all exhibitors. Exhibitors and their representatives shall indemnify and hold harmless The LIFE Conference, the DDC, Eventful Connections, All Clear Emergency Management Group, and their representatives or employees from any cause whatsoever. The exhibitor, by completing this application, releases all such individuals and agencies from claims for such incidents.

**Licensing:** The exhibitor shall be responsible for securing any necessary licenses or consents for any performances, displays, and uses of copyrighted works, uses of patented material, or the use of any name, likeness, signature, voice or other intellectual property owned by any third party.

**Rights of Management:** Should any emergency arise which prevents the scheduled opening of the LIFE Conference such as strikes, destruction or damage of the exhibit hall, acts of God, etc., or a declaration of a national emergency by the President, it is expressly understood and agreed that the LIFE Conference may retain as much payment for exhibit space as necessary to cover expenses incurred up to the time of emergency.

**Failure to Adhere to Contract Terms:** Failure to abide by the rules of this contract may be grounds for cancellation or dismissal of the exhibit and/or its representatives from the conference facilities with no refund of exhibitor fees.



# LIFE Conference XX Exhibitor and Sponsor Application

January 24, 2018 - Dover Downs Hotel

**This form should only be used if you are unable to access online registration form at [www.lifeconferencede.org](http://www.lifeconferencede.org).**

## Registration Information

**Organization Name** (as it should appear in materials):

**Address, City, State, Zip:**

**In which county in your state is your organization based?**

**Sponsorship:**      \$ \_\_\_\_\_      Amount (check level below)

Platinum (\$5,500 & up)       Gold (\$2,750 - \$5,499)       Silver (\$1,100 - \$2,749)       Bronze (\$600 - \$1,099)

All Sponsorship Levels include an exhibitor table. Do you plan to utilize your table?       Yes       No

**Exhibitor Space Only** – Please reserve an exhibit table for our organization.

For-Profit Organization (\$365\*)       Non-Profit Organization (\$265\*)

\*Exhibitor Space Registration Fees will increase to \$465 for For-Profit Exhibitors and \$365 for Non-Profit Exhibitors on January 1, 2018.

**Bag Insert Exhibitor**

Bag Insert (\$115)

Please be sure to send your materials by January 10, 2018 to the LIFE Conference, c/o The Delaware Developmental Disabilities Council, 410 Federal Street, Suite 2, Dover, DE 19901

**Program Advertisements** – Please reserve the following program advertisements for our organization

Full Page Ad (\$225)       ½ Page Ad (\$175)       ¼ Page Ad (\$100)       Business Card Ad (\$75)

**Additional Representatives** – How many exhibitor representatives will attend the conference? \_\_\_\_\_

Additional exhibitor or sponsor representatives above what is provided with the exhibit space and/or sponsorship are available for \$70 each before January 1, and \$95 each on or after January 1, 2018.

**Please use the additional representative form found at the end of this application for each additional representative registration purchased or included in your sponsorship.**

**Exhibit Table Options** - Do you need electricity for your exhibit space? (Advance notice is required.)       Yes       No

Do you have any space requirements beyond the 6-foot table provided? If so, please describe:

Will you require a company table sign and if so, exactly how should sign read?       Yes       No

**In-Kind or Product Donations** – Donations for participant bags and for door prizes are appreciated! Please provide details about your donation and estimated value below:

## Primary Representative Information

**Representative Name:**

**Job Title:**

**Email:**

**Phone:**

**Please indicate which, if any, types of CEU's or Contact Hours you are requesting.**

- |   |  |
|---|--|
| <input type="checkbox"/> Certified Rehabilitation Counselor*<br><input type="checkbox"/> Childcare (Level I Community-Based Training)<br><input type="checkbox"/> Nursing<br><input type="checkbox"/> Occupational Therapy*<br><input type="checkbox"/> Physical Therapy* | <input type="checkbox"/> Professional Growth Hours (DOE)<br><input type="checkbox"/> Speech/Language Pathology*<br><input type="checkbox"/> General Certificate of Attendance with verified Hours<br><input type="checkbox"/> General Certificate of Attendance without verified Hours |
|---|--|

\*Approval by governing board pending at time of printing. Please check with Lorraine at [Lorraine@eventfulconnections.com](mailto:Lorraine@eventfulconnections.com) for updated status closer to the date of the conference.

**Please indicate which, if any, personal accommodations you may require.** Only accommodation requests made before January 4, 2018 can be guaranteed.

- |  |  |
|--|--|
| <input type="checkbox"/> Sign Language - ASL<br><input type="checkbox"/> Sign Language - Tactile<br><input type="checkbox"/> Braille Conference Material | <input type="checkbox"/> Large Print Conference Material<br><input type="checkbox"/> Electronic Conference Material<br><input type="checkbox"/> Other: _____ |
|--|--|

## Primary Representative Information, Continued

**Luncheon Options** - In order to accommodate exhibitors' requests to stay at their tables during the luncheon for the 2018 LIFE Conference, we have arranged a separate Exhibitor Lunch Buffet that will be served in the Lobby Bar. The menu will be the same as in the Ballroom; it is just a better way for the venue to provide timely service. Exhibitors will be able to either sit in the Lobby Bar or if they prefer, take their lunch back to their table in order to be available to conference attendees.

Understanding that some exhibitors may prefer to eat in the Ballroom for the Awards Luncheon, we are giving exhibitors an option to choose in advance their preferred lunch location.

- Option 1: Exhibitor Lunch Buffet, Lobby Bar
- Option 2: Ballroom for Awards Luncheon

We appreciate your understanding of the need to plan accordingly so that the venue can service the luncheon in a timely and efficient manner. **Please note, that we will be unable to accommodate any requests for changes after January 4.**

### Menu Choices

- Chicken Wellington - Boneless Breast of Chicken topped with a mushroom duxelle, wrapped in golden brown pastry, served with roasted garlic & herb sauce
- Baked Stuffed Bell Pepper – aromatic rice in a jumbo stuffed pepper, roasted corn, black beans, tomatoes, and fresh herbs, served with garlic, herb marinara sauce (Vegan; Gluten Free)

I have dietary restrictions not accommodated by the menu. (Please specify) \_\_\_\_\_

Each entree selection includes a garden salad with mixed greens, shredded carrots, tomatoes and cucumbers and a duet of New York Cheesecake and Chocolate Mousse for dessert.

### Concurrent Session Selection

Due to limited capacity of some breakout rooms, we ask that you pre-register for the breakout sessions you wish to attend.

#### Breakout Session 1 (10:15 – 11:25 AM)

- Legislation 1:** State Legislation: What to Expect in 2018
- Independence 1:** Consideration of Assistive Technology for Writing Within the IEP Process
- Family 1:** Let's Get to Work! Your Guide to Supported Employment Services
- Education 1:** Inclusive Higher Education: College for Students with Intellectual Disabilities
- Not attending Breakout Session 1

#### Breakout Session 2 (1:15 – 2:25 PM)

- Legislation 2:** Lifespan Waiver 101
- Independence 2:** Medicaid Funding for Augmentative & Alternative Communication (AAC)
- Family 2:** Companion, Service, and Therapy Animals
- Education 2:** Improving Transition Outcomes Through Cross Agency Collaboration
- Not attending Breakout Session 2

#### Breakout Session 3 (2:35 – 3:45 PM)

- Legislation 3:** Death With Dignity; Assisted Suicide
- Independence 3:** Disaster Preparedness: Before and After the Storm
- Family 3:** "Sorry for the Inconvenience. We Are Trying to Change the World!"
- Education 3:** Supporting Teens to Make and Keep Friends
- Not attending Breakout Session 3

### Demographic Information

The following information is being requested for reporting purposes only. Your submission of this information is optional.

**Please indicate if you are a** (please select all which may apply):  Person with a disability  
 Parent, guardian or caregiver of a person with a disability  Other: \_\_\_\_\_

#### What is your age?

- Under 18
- 18 – 24
- 25 - 34
- 35 - 44
- 45 - 54
- 55 – 64
- 65 or above
- Prefer not to answer

#### What is your race/ethnicity?

- Asian or Pacific Islander
- Black or African-American
- Hispanic or Latino
- Native American
- White
- More than one race/ethnicity
- Other: \_\_\_\_\_

## Payment Information

Please send your check made payable to the State of Delaware along with completed reservation form to:  
LIFE Conference  
c/o The Delaware Developmental Disabilities Council  
410 Federal Street, Suite 2  
Dover, DE 19901

Intergovernmental Voucher Payments:  
Please complete the following:  
Agency/Department ID#: \_\_\_\_\_  
Total Amount Due: \_\_\_\_\_  
Point of Contact for IV payments: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

If you have questions, please contact Lorraine Janusas at Eventful Connections at 508-539-3530 or [Lorraine@eventfulconnections.com](mailto:Lorraine@eventfulconnections.com).

**The LIFE Conference reserves the right to refuse exhibitor space or sponsorship by any organization that is deemed by the LIFE Conference Planning Committee as incompatible with the mission of the LIFE Conference.**

## Additional Representative Information – PLEASE USE 1 PER PERSON

Representative Name:

Job Title:

Email:

Phone:

**Please indicate which, if any, types of CEU's or Contact Hours you are requesting.**

- |   |   |
|---|---|
| <input type="checkbox"/> Certified Rehabilitation Counselor*          | <input type="checkbox"/> Professional Growth Hours (DOE)                          |
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| <input type="checkbox"/> Nursing                                      | <input type="checkbox"/> General Certificate of Attendance with verified Hours    |
| <input type="checkbox"/> Occupational Therapy*                        | <input type="checkbox"/> General Certificate of Attendance without verified Hours |
| <input type="checkbox"/> Physical Therapy*                            |   |

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- |  |  |
|--|--|
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| <input type="checkbox"/> Sign Language - Tactile     | <input type="checkbox"/> Electronic Conference Material  |
| <input type="checkbox"/> Braille Conference Material | <input type="checkbox"/> Other: _____                    |

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- Education 1:** Inclusive Higher Education: College for Students with Intellectual Disabilities
- Not attending Breakout Session 1

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- Legislation 2:** Lifespan Waiver 101
- Independence 2:** Medicaid Funding for Augmentative & Alternative Communication (AAC)
- Family 2:** Companion, Service, and Therapy Animals
- Education 2:** Improving Transition Outcomes Through Cross Agency Collaboration
- Not attending Breakout Session 2

#### Breakout Session 3 (2:35 – 3:45 PM)

- Legislation 3:** Death With Dignity; Assisted Suicide
- Independence 3:** Disaster Preparedness: Before and After the Storm
- Family 3:** "Sorry for the Inconvenience. We Are Trying to Change the World!"
- Education 3:** Supporting Teens to Make and Keep Friends
- Not attending Breakout Session 3

### Demographic Information

The following information is being requested for reporting purposes only. Your submission of this information is optional.

**Please indicate if you are a** (please select all which may apply):  Person with a disability

- Parent, guardian or caregiver of a person with a disability  Other: \_\_\_\_\_

#### What is your age?

- |                                   |                                  |                                      |   |
|-----------------------------------|----------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Under 18 | <input type="checkbox"/> 18 – 24 | <input type="checkbox"/> 25 - 34     | <input type="checkbox"/> 35 - 44              |
| <input type="checkbox"/> 45 - 54  | <input type="checkbox"/> 55 – 64 | <input type="checkbox"/> 65 or above | <input type="checkbox"/> Prefer not to answer |

#### What is your race/ethnicity?

- |  |  |   |                                       |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Asian or Pacific Islander | <input type="checkbox"/> Black or African-American | <input type="checkbox"/> Hispanic or Latino           |                                       |
| <input type="checkbox"/> Native American           | <input type="checkbox"/> White                     | <input type="checkbox"/> More than one race/ethnicity | <input type="checkbox"/> Other: _____ |