



August 27, 2018

**LIFE Conference XXI Planning Committee**

**ADAPT**

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**Birth to Three, Early Intervention System**

Shebra Hall

**Center for Disabilities Studies**

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**Community Legal Aid Society**

Laura Waterland

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

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**Division of Developmental Disabilities Services**

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**Division of Medicaid & Medical Assistance**

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**Governor's Advisory Council for Exceptional Citizens**

Kathie Cherry  
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**St. John's Community Services**

Laura Strmel

**State Council for Persons with Disabilities**

John McNeal  
Amber Rivard  
Dee Rivard  
Josephine Singles

Dear Potential Sponsor or Exhibitor,

We are writing to make you aware of a wonderful public awareness and education opportunity for your organization. The **21st Annual LIFE Conference** will take place on **Thursday, January 31, 2019 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 2018 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 XXI including sponsorship, exhibiting, or purchasing a program advertisement.

If you should have any questions about this information, please email [info@lifeconferencede.org](mailto:info@lifeconferencede.org).

Sincerely,

LIFE Conference XXI Planning Committee

**LIFE Conference XXI Partnership and  
Sponsorship Opportunities**  
**January 31, 2019 –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 500 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 XXI.

**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 9/24/18) 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" wide x 10" tall) in the conference program booklet. **Ad is due by 12/14/18 and must be submitted in print ready format (jpeg or pdf)**
- Inclusion of literature in conference packets (Please provide 525 of each item to DDC by 1/18/19)

**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 9/24/18) 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" wide x 4.5" tall) in the conference program booklet. **Ad is due by 12/14/18 and must be submitted in print ready format (jpeg or pdf)**
- Inclusion of literature in conference packets (Please provide 525 of each item to DDC by 1/18/19.)

**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 9/24/18)
- Recognition of your sponsorship at the conference with signage
- Quarter page ad (3.5" wide x 4.5" tall) in the conference program booklet. **Ad is due by 12/14/18 and must be submitted in print ready format (jpeg or pdf)**
- Inclusion of literature in conference packets (Please provide 525 of each item to DDC by 1/18/19)

### **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 9/24/18)
- Recognition of your sponsorship at the conference with signage
- Business card size (3.5" wide x 2" tall) ad in the conference program booklet. **Ad is due by 12/14/18 and must be submitted in print ready format (jpeg or pdf)**

### **Exhibitor Space Only:**

- For Profit Organizations - \$365 (before 1/1/2019) or \$465 (on or after 1/1/2019.)
- Non-Profit Organizations - \$265 (before 1/1/2019) or \$365 (on or after 1/1/2019.)

*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, 2019. On or after January 1, 2019, the charge for extra attendees is \$95 per person. All additional exhibitor representatives must be registered and paid for by January 14, 2019.

### **Program Advertisements:**

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

### **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 525 of each item to DDC by 1/18/19. 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 525 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.

### **Sponsor & Exhibitor Table Map Listing:**

To assist in drawing attendees to your Sponsor or exhibitor table, the LIFE Conference publishes a map and table listing in which each organization is listed by name along with 3 bullet points that highlight the organization's products or services / reason to visit the table.

**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 sponsorships and/or exhibitor space must be made no later than December 31, 2018. Please note, to be eligible for Early Bird rate, payment must be received by December 31, 2018. For Sponsor and exhibitor registrations on or after January 1, 2019 payment must be received by January 24, 2019. All cancellations must be received in writing to Lorraine Janusas at Eventful Connections. Cancellations received on or before December 20, 2018 will be refunded 50% of the registration fee. After December 20, 2018, 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), and two chairs. Electricity will be provided only upon request. Table signs will not be provided this year by conference organizers; please plan accordingly to bring your organization's sign or tablecloth. 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, the conference contractor 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 XXI Sponsor & Exhibitor Application

January 31, 2019 - 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, 2019.

**Bag Insert Exhibitor**

- Bag Insert (\$115)

Deadline to receive your materials is January 18, 2019 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 Sponsor or exhibitor 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, 2019.

**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:

**Sponsor & Exhibitor Table Map Listing (Fill in 3 bullet points below with a maximum of 5 words/70 characters including spaces.)**

- 
- 
- 

**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"/> Social Work<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 Janusas [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, 2019 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"/> Assistive Listening Device<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 2019 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, 2019.**

### Menu Choices

- Parmesan Herb Crusted Chicken – Baked chicken breast topped with herb parmesan cheese with basil cream sauce
- Spinach Lasagna Alla Alfredo (Vegetarian) – Made with spinach, ricotta cheese, eggs, parmesan cheese and a white cream sauce

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 chocolate mousse for dessert.

**Is this the first LIFE Conference you have attended?**  Yes  No

### 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:** Legislative Town Hall
- Independence 1:** Beyond Segregation—Employment Works
- Family 1:** “Now What?” Resources for Parent of Infants and Toddlers with Disabilities
- Education 1:** Coordinated School-Based Health Services for Students with Disabilities
- Not attending Breakout Session 1

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

- Legislation 2:** Now What's Going on Legislatively in DC, and How Will It Impact Me?
- Independence 2:** Assistive Technology Tools for Struggling Writers
- Family 2:** Supporting Healthy Sexuality and Relationships Across the Lifespan
- Education 2:** Encouraging Parents and Students to Take Ownership of Their IEP
- Not attending Breakout Session 2

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

- Legislation 3:** Empowering Parents to Become Effective Advocates for their Children
- Independence 3:** Cortical Visual Impairment: An Introduction to Characteristics and Phases
- Family 3:** “Now What?” Aging in Place in the Community—Resources You Can Use
- Education 3:** A Look at the Delaware Data on Youth Risk Behaviors and Protective Factors
- 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 Stefanie Lancaster with the Developmental Disabilities Council at [Stefanie.lancaster@state.de.us](mailto:Stefanie.lancaster@state.de.us) or by phone at 302-739-3333

**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

<b>Representative Name:</b>	<b>Job Title:</b>								
<b>Email:</b>	<b>Phone:</b>								
<p><b>Please indicate which, if any, types of CEU's or Contact Hours you are requesting.</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Certified Rehabilitation Counselor*  <input type="checkbox"/> Childcare (Level I Community-Based Training)  <input type="checkbox"/> Nursing  <input type="checkbox"/> Occupational Therapy*  <input type="checkbox"/> Physical Therapy*                 </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Professional Growth Hours (DOE)  <input type="checkbox"/> Speech/Language Pathology*  <input type="checkbox"/> Social Work  <input type="checkbox"/> General Certificate of Attendance with verified Hours  <input type="checkbox"/> General Certificate of Attendance without verified Hours                 </td> </tr> </table> <p><small>*Approval by governing board pending at time of printing. Please check with Lorraine Janusas <a href="mailto:lorraine@eventfulconnections.com">lorraine@eventfulconnections.com</a> for updated status closer to the date of the conference.</small></p>		<input type="checkbox"/> Certified Rehabilitation Counselor* <input type="checkbox"/> Childcare (Level I Community-Based Training) <input type="checkbox"/> Nursing <input type="checkbox"/> Occupational Therapy* <input type="checkbox"/> Physical Therapy*	<input type="checkbox"/> Professional Growth Hours (DOE) <input type="checkbox"/> Speech/Language Pathology* <input type="checkbox"/> Social Work <input type="checkbox"/> General Certificate of Attendance with verified Hours <input type="checkbox"/> General Certificate of Attendance without verified Hours						
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