



# **45TH ANNUAL CONVENTION & TRADE SHOW**

**EXHIBITOR PROSPECTUS**

**BEAVER RUN RESORT**

**BRECKENRIDGE, COLORADO**

**APRIL 29 - APRIL 30, 2018**

**[WWW.COLORADOAD.ORG](http://WWW.COLORADOAD.ORG)**

# EXHIBITOR INFORMATION

## Booth Information:

Each Booth space will receive (the exhibit area is carpeted):

- 1 - 6' skirted table
- 2 - chairs
- 1 - wastebasket with liner
- 1 - identification sign
- DOES NOT include Electrical or Lunch

## Booth Fees:

### Premium 10x10

\$800 member/\$1000 non-member

Booths 55 and 56

### Premium 6x8

\$550 member/\$750 non-member

Booths 4, 5, 6, 15, 16, 25, 26, 35, 36, 45, 46 and 54

### Standard 6x8

\$400 member/\$600 non-member

## Coast-to-Coast Trade Show Services:

SAVE money by ordering all booth furnishings before the deadline. Each vendor will be provided two pricing levels: "discount" and "standard." To receive the "discount" price, a check, or money order, or credit card authorization must accompany your order, which must be received by our office by the deadline date printed on the top of each form. When you arrive at the show, stop by the Coast-to-Coast service desk in the exhibit area during set-up. They will be pleased to answer any questions and assist you with any last minute needs. A packet will be sent to you upon receipt of your contract and payment. Contact 303-991-2791 with any questions.

## Packages/Exhibit Materials:

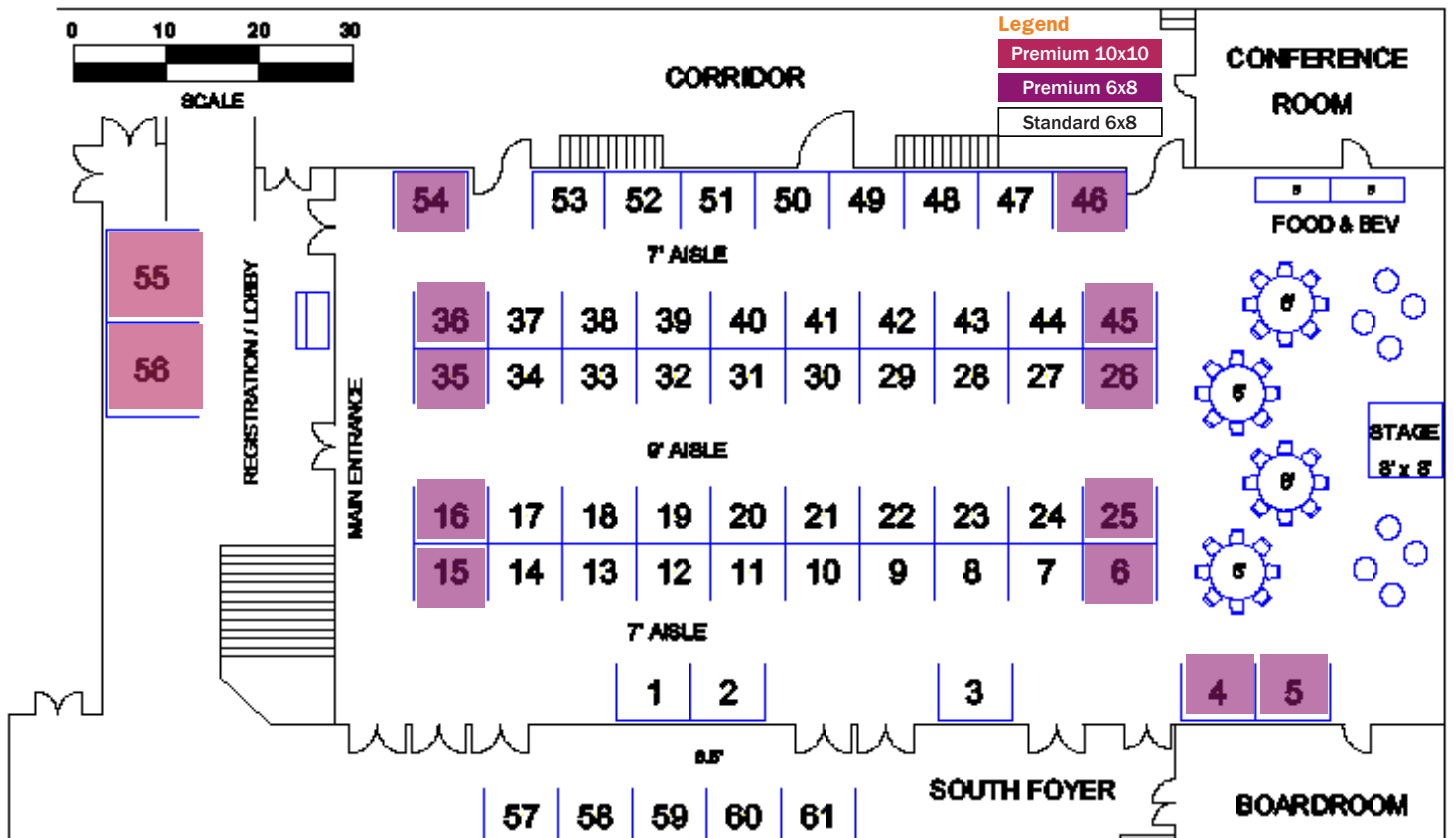
Due to hotel space limitations the hotel is unable to store empty exhibit materials. CADA recommends that you do not send packages through the hotel, you should ship through Coast-to-Coast. You will be sent an exhibitor packet once booth assignments have been made. For more information, please contact Coast-to-Coast directly at (303) 991-2791.

We hope that you will join us April 29 - April 30, 2018 for this exciting event. There are also many fun-filled activities in the Breckenridge are for you and your family to enjoy. So plan to spend a few days with us in Breckenridge, Colorado.

## Exhibitor Hours

April 29th	Exhibitor Set-up	8 a.m. - 12 p.m.
April 29th	Exhibits Open	12 p.m. - 7 p.m.
April 30th	Exhibits Open	7:15 a.m. - 12 p.m.
April 30th	Exhibitor Tear-down	12 p.m. - 4 p.m.

*Order your booth today!  
Booths sold out last year!*



# SPONSORSHIP INFORMATION

## Conference Sponsorship

### Handouts in Registration Packet \$225

Your company has the opportunity to provide a handout (8 1/2 x 11) to be inserted in the conference registration packets. Please provide 200 single copies of your insert by April 3, 2018. No magazines or catalogs, please call with questions (303) 433-4446.

### Break Sponsor (8 Available) \$300

Sponsored break, recognition in the conference brochure and signage at event

### Speaker Sponsor (6 Available) \$500

Recognition in conference brochure, signage at the event and five minutes to speak to AD's

### Breakfast Sponsor (2 Available)

\$1,000

Recognition in the conference brochure, five minutes to speak to AD's in attendance and business card ad in Sideline Report

### Lunch Sponsor (2)

\$1,500

Recognition in the conference brochure, five minutes to speak to AD's in attendance, business card ad in Sideline Report and ad on the front page of CADA's website

### Reception Sponsor (3)

\$2,000

Recognition in the conference brochure, your banner at event, five minutes to speak to AD's in attendance, business card ad in Sideline Report and ad on the front page of CADA's website. Company logo on reception cup. Attendees must go to your booth in order to pick up cup.

# SCHEDULE OF EVENTS

## Convention and Trade Show Agenda

Sunday, April 29, 2018	
8:00 AM - 12:00 PM	Exhibitor Set-up
12:30 PM	Exhibits Open
11:00 AM - 5:00 PM	Conference Registration
1:00 PM - 1:15 PM	Welcome
1:15 PM - 2:45 PM	Speaker
2:45 PM - 3:30 PM	Break with Exhibitors
3:30 PM - 4:15 PM	Speaker
4:30 PM - 5:30 PM	Speaker
5:30 PM - 7:00 PM	President's Open House in Exhibit Hall
Monday, April 30, 2018	
8:00 AM - 12:00 PM	Exhibits Open
8:00 AM - 9:00 AM	Continental Breakfast
9:15 AM - 10:45 AM	Speaker
10:45 AM - 12:00 PM	Break with Exhibitors
12:00 PM - 5:00 PM	Exhibitor Tear Down

# BEAVER RUN RESORT



## Hotel Information:

620 Village Road  
Breckenridge, CO 80424  
(800) 525-2253

Your hotel accommodations should be reserved directly with the Beaver Run Resort before March 26 2018 time is 4 p.m.; Check-out time is 12 p.m. If you would like to phone your reservations, you may call (800) 525-2253 and be sure to indicate that you will be attending the 2018 CO Athletics Director Conference. The room rates for the conference are as follows:

Hotel Room - \$103	Summit Suite \$ 125	Three Bedroom Ste. - \$269
Studio - \$116	1 Bdr. Ste. Bldg. 4 - \$145	Four Bedroom Ste. - \$332
One Bedroom Ste. - \$127	Two Bedroom Ste. - \$187	Imperial Suite - \$437
Colorado Suite - \$123	2 Bdr. Ste. Bldg. 4 - \$187	Santa Fe Suite - \$437
Breckenridge Studio \$120	Corporate Suite - \$272	

### Directions to Beaver Run:

From I-70: Take exit 203, Colorado Highway 9 southbound. Travel 10 miles and go through Breckenridge to South Park Avenue. Turn right on South Park Avenue and make the first left onto Village Road. Drive uphill to the Beaver Run Resort registration area located on the left at 620 Village Road.

From Colorado Springs or Colorado Highway 9 northbound: Turn left on South Park Avenue and make the first left onto Village Road. Drive uphill to the Beaver Run Resort registration area located on the left at 620 Village Road.

# REGISTER TODAY

Dear Exhibitors and Sponsors,

Exhibitor and Sponsor registration is now open for the 45th Annual Convention and Trade Show. The trade show will be held April 29 - April 30, 2018 at the Beaver Run Resort in Breckenridge, Colorado.

Exhibits sold out early last year so don't be left out of this years Convention and Trade show. To register, fill out and return the Registration/Contact form enclosed in this document or visit [www.coloradoad.org](http://www.coloradoad.org) to register and pay online.

Contact the CADA office at 303-433-4446 for any questions.

We look forward to seeing you at the 2018 Convention and Trade show!

Sincerely,  
Gary Leeper  
CADA Executive Director



**COLORADO ATHLETICS DIRECTORS ASSOCIATION**  
12011 TEJON STREET, SUITE 700  
WESTMINSTER, CO 80234  
303-433-4446  
[WWW.COLORADOAD.ORG](http://WWW.COLORADOAD.ORG)

# REGISTRATION/CONTRACT

## Booth Registration

Includes: 1 6ft table, 2 chairs, all breaks, President's Open House, Monday Breakfast, 3 Booth Personnel

### Members:

- Premium 10x10 Booths (55 and 56) - \$800
- Premium 6x8 Booths (4, 5, 6, 15, 16, 25, 26, 35, 36, 45, 46 and 54) - \$550
- Standard 6x8 - \$400

### Non-Members:

- Premium 10x10 Booths (55 and 56) - \$1,000
- Premium 6x8 Booths (4, 5, 6, 15, 16, 25, 26, 35, 36, 45, 46 and 54) - \$750
- Standard 6x8 - \$600

Please list the names of ALL who will be present in your booth for badges. All additional booth personnel over three must register at the \$50 fee. This covers breaks, President's Open House and Monday Breakfast.

- #1: \_\_\_\_\_  
Included
- #2: \_\_\_\_\_  
Included
- #3: \_\_\_\_\_  
Included
- #4: \_\_\_\_\_  
\$50 Additional

### Additional Registration Items

- Electrical (NOT included with booth) - \$100
- Monday Lunch (NOT included with booth) - \$40
- Additional Booth Fee - \$50

My booth will fit in the area described above and I have read what is included in the booth as well as the vendor hours.

Desired Booth Space: (see layout enclosed) \*Spaces are NOT guaranteed. Premium 10x10 Booths and overflow booths (57-61) are located outside the main exhibit hall in the foyer and are not secure.

1st # \_\_\_\_\_ 2nd # \_\_\_\_\_ 3rd # \_\_\_\_\_

Please do not place me by the following:

## Conference Sponsorship

- Hand Outs in Registration Packet - \$225
- Break Sponsor - 8 Available - \$300
- Speaker Sponsor - 6 Available - \$500
- Breakfast Sponsor - 2 Available - \$1,000
- Lunch Sponsor - 2 Available - \$1,500
- Reception Sponsor - 1 Available - \$2,000

## Contract/Payment

I understand that full payment and completed contract must be received before booth assignment will be made. No refunds after April 3, 2018.

- Check enclosed with contract
- Visa  Mastercard  Check # \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVC Code \_\_\_\_\_

Signature \_\_\_\_\_

Exact Billing Address for Credit Card \_\_\_\_\_

### TOTAL

Return this contract with payment to:

Colorado Athletics Directors Association

12011 Tejon Street, Suite 700 | Westminster, CO 80234

Phone: 303-433-4446 | Email: info@coloradoad.org

Register online at [www.coloradoad.org](http://www.coloradoad.org) or email to [info@coloradoad.org](mailto:info@coloradoad.org)

### Primary contact information for exhibit:

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

\*Email: \_\_\_\_\_

\*Will be utilized for distribution of information.

**Exhibitor Agreement and Information:** The agreement between CADA and the tabletop display exhibitors of the 2018 Annual Conference covers the time from 8:00 a.m. Sunday, April 29<sup>th</sup> until 12:00 p.m. Monday, April 30<sup>th</sup>. The exhibitor assumes the responsibility for setting up and dismantling the exhibit. By signing this contract, exhibitor agrees to waive and hold harmless CADA from any liabilities for the safety of its exhibit and other property against robbery, fire, accident, or any other hazard whatsoever, personal property owned, rented or leased by the exhibitor is the sole responsibility of the exhibitor. **Liability:** I am aware that the CADA 45<sup>th</sup> Annual Conference and Table Top Display on April 29 - April 30 2018 at the Beaver Run Resort, is an open exhibition and that the primary responsibility for safeguarding my exhibit and its contents is mine. Neither the CADA, hotel administration nor any of their agents, officers, or employees assume any responsibility for such property. Since CADA does not maintain insurance covering exhibitors' property for any contingency except that arising from its own negligence, extra precautions should be arranged if you feel the items in your booth are easily stolen. CADA cannot be responsible for delays, damage, loss, or other unfavorable conditions caused by circumstances beyond its control. No party to the agreement for exhibit space at the show shall be responsible for any injury, loss or damage to any other party to said agreement or any third party except in the event the injury, loss, or damage arises out of the negligence or willful act of such party. As an exhibitor, I agree to indemnify and defend CADA for any injury, loss, or damage except for that caused by negligence of CADA.

Exhibitor Authorized Signature \_\_\_\_\_

Submission Date \_\_\_\_\_