

Campus Safety Conference EAST

JULY 13-14, 2017 | HILTON PENN'S LANDING | PHILADELPHIA, PA

Welcome to Campus Safety EAST!

The following sponsor information has been designed with the intention of making your participation as easy and efficient as possible. Please take some time now to familiarize yourself with this sponsor kit and if you have questions regarding the event, please contact Traci Sullivan at tsullivan@ehpub.com. We look forward to working with you towards a successful **Campus Safety EAST!**

Hotel Name & Address		Location	Dates & Hours
HILTON Philadelphia/ Penn's Landing 201 South Columbus Blvd. Philadelphia, PA 19106	Registration	Ballroom Foyer	7/12 – 4:00pm to 6:00pm 7/13 – 7:00am to 6:00pm 7/14 – 7:30am to 2:00pm
	Welcome Reception	Ballroom Foyer	7/13 – 6:00pm to 7:30pm
	Sponsor SETUP Sponsor Showcase **DEDICATED TIME** Sponsor Breakdown	Columbus Ballroom	7/13 – 8:00am to 11:00am 7/13 – 11:30am to 4:00pm 7/13 – 11:30am to 2:30pm 7/13 – 4:00pm to 6:00pm
	Conference Sessions Training Workshops	Grand Ballroom	7/13 – 8:00am to 6:00pm 7/14 – 8:30am to 4:30pm

Sponsor Pass Allotments

Higher Level and Event Sponsors - 4 sponsor staff passes

Tabletop and Hot Topic Sponsors - 2 sponsor staff passes

- Sponsor Staff Pass access: Conference Sessions on 7/13, Coffee breaks & Lunch, Sponsor Showcase Open Hours, Sponsor Showcase Setup & Breakdown Hours and the 7/13 Networking Reception.

Click [HERE](#) to see the full **Schedule-At-A-Glance**.

Sponsor Pass Over Allotment & Workshop Add On

Passes for additional staff can be purchased through the registration system at **\$75.00** each. Sponsoring companies also have the option to add the workshop training (Friday, 7/14) to your staff pass for **\$99.00**. Please contact Traci Sullivan at (508) 663-1500 x299 to complete the process.

Sponsor Guest Pass Program

As a Campus Safety Sponsor and our valued customer, we are pleased to provide you with a discount code to pass along to your preferred customers, partners and guests. This allows someone with the code to register for **Thursday's CONFERENCE Sessions** at the special customer **\$99.00** rate right up to the event. Each sponsor's code is unique and will be sent to you in a dedicated email.

Campus Safety Conference EAST

JULY 13-14, 2017 | HILTON PENN'S LANDING | PHILADELPHIA, PA

Registration is now OPEN!

Visit the official [Campus Safety EAST](#) website and begin by clicking the "register now" button. Select the "sponsor staff" registration category from the drop down menu at the top of the page. Next, enter your unique company promo code (sent to you in a separate email), and you are off! Upon completion, you'll receive a confirmation email and your badge will be available for pick up at the registration desk onsite.

Tabletop Inclusions

6' draped table, 2 chairs, wastebasket
Complete attendee list – post event

Date	Sponsor Set Up	Sponsor Showcase Hours	Sponsor Breakdown
7/13	8:00 AM to 11:00 AM	11:30 AM to 4:00 PM w/ dedicated time from 11:30am to 2:30pm	4:00 PM to 5:00 PM

Displays must be completely show ready by 11:00am on Thursday, July 13th

Display Requirements

- All display materials must be placed on surface of the table, pop-up tabletop displays may be used.
- No additional equipment may be placed in surrounding area, with the exception of floor banners in the vicinity of your tabletop if space allows (10 foot wide by 6 foot deep).
- No signs, banners, flags, etc. may be displayed from ceilings or walls, but are acceptable if attached to table.
- Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to the columns, walls, floors or other parts of the facility exhibit area without permission from the proper building authority.
- Distribution of promotional gummed stickers or labels is strictly prohibited. Fluids, caustic or staining, must not be used where they may damage floor coverings.
- Please do not leave any valuables unattended at your tabletop. No security arrangements will be provided.
- All materials are the responsibility of the sponsor.
- No other props or decor (pipe & drape, large signs, plants, etc.) will be available.
- Companies must bring their own displays & materials and plan to do their own set-up.

Promotion

Be sure to include event information on your website and in your newsletters and let your current and potential customers know they can visit you at the conference. If your company is planning a raffle/giveaway or will be sending out any press releases, please share those with us so we can post this content on the website. Banners can also be obtained on the event website OR by contacting **Colette Lohr** at clohr@ehpub.com.

Campus Safety Conference EAST

JULY 13-14, 2017 | HILTON PENN'S LANDING | PHILADELPHIA, PA

Social Media

We want to hear from you on social media! Like the Campus Safety Conference Facebook page (facebook.com/CampusSafetyEvents), check in on LinkedIn at <http://www.linkedin.com/groups/6933934> and follow us on Twitter (@CSEventTweets), and be sure to tag us in your tweets with #CSC17!

Hotel Rooms

For your convenience, we have secured a block of discounted rooms. To secure the special CSC rate, contact the hotel directly at **(215) 521-6000** and reference the Campus Safety Conference OR you can click [HERE](#) and book directly within the room block online. Rooms sell out fast, so be sure to book early!

Location	Rate	For Reservations	Cutoff Date
HILTON Philadelphia/Penn's Landing 201 South Columbus Blvd Philadelphia, PA 19106 (215) 521-6518	\$189 Single/Double \$160 Government	1-800-HILTONS (215) 521-6000 OR CLICK HERE	June 21st

Electrical Orders

Any electrical needed for your tables can be ordered directly with the Hilton Penn's Landing. The order form can on the event website under the "For Sponsors" tab.

Parking Rates

Please click [HERE](#) for parking, shuttle information and other transportation options. See below for hotel parking rates:

Self-parking	\$20.00
Valet Parking	\$30.00

Shipping Specs

- All packages being shipped to the hotel must follow the address label standards (see example below) to prevent package routing delays
- Please schedule your shipments to **arrive 3-4 days prior** to the event start date to avoid any additional storage fees. Use the name of the recipient who will be onsite to receive and sign for any packages.
- Shipments are held for a limited number of days before being returned to the sender, who is then responsible for any additional shipping fees.

Campus Safety Conference EAST

JULY 13-14, 2017 | HILTON PENN'S LANDING | PHILADELPHIA, PA

Shipping Label Example

Hilton Philadelphia/Penn's Landing

201 South Columbus Blvd.
Philadelphia, PA 19106

Campus Safety EAST – July 13 & 14

Exhibitor Contact Name (person claiming package & contact phone)

Megon Ungar – Convention Services Manager

Return Shipping

- All sponsors must provide their own return shipping labels and schedule return pickups with your carrier of choice.

Campus Safety Team Contacts

Event Director	Amy Reddington	(508) 663-1500 x255 areddington@ehpub.com
Operations Director	Mary Simard	(508) 663-1500 x255 msimard@ehpub.com
Marketing Director	Amie Green	(508) 663-1500 x225 agreen@ehpub.com
Sponsor Services/Registration Manager	Traci Sullivan	(508) 663-1500 x299 tsullivan@ehpub.com
Marketing Manager	Colette Lohr	(508) 663-1500 x254 clohr@ehpub.com
Conference Coordinator	Allyson Yorks	(508) 663-1500 x483 ayorks@ehpub.com
Magazine Editor	Robin Hattersley	(424) 738-0211 rhattersley@ehpub.com
Sales	Steve Nesbitt Dynise Hiebert Sarah Flanagan	(774) 256-1101 snesbitt@ehpub.com (760) 519-5541 dhiebert@ehpub.com (207) 847-0581 sflanagan@ehpub.com