



### **Sponsorships Include:**

- 1 six foot skirted table top
- 1 table banner with your company logo
- 2 chairs
- 1 wastebasket
- 15 amp electrical outlet
- Exhibit floor is carpeted

### **Exhibit Information:**

#### **Installation:**

- **Exhibit Hall Located in The Forum**
  - Monday, March 4<sup>th</sup>: 9:00 am – 3:00 pm
- **Reception Located at the North Pool**
  - Monday, March 4<sup>th</sup>: 3:30 pm – 4:30 pm

#### **Open Exhibit Hours:**

- **Monday, March 4<sup>th</sup>: 4:30 pm – 6:30 pm** –tabletop at the conference reception
- **Tuesday, March 5<sup>th</sup>: 8:30 am – 1:30 pm** –tabletop in The Forum
  - During sessions from 8:30 am – 10:45 am
  - Designated exhibit time 11:00 am – 12:00 pm
  - During lunch (served in the Forum as well) 12:00 – 1:00 pm
- **Wednesday, March 6<sup>th</sup>: 8:30 am – 1:30 pm** – open tabletop in the Forum
  - During sessions from 8:30 am – 12:00 pm
  - During lunch (served in the Forum as well) 12:00 – 1:00 pm

#### **Dismantle:**

- **Exhibit Hall Located in The Forum**
  - Wednesday, March 6<sup>th</sup>: 1:30 am – 3:30 pm

The exhibit floor **MUST** be cleared by 3:30 pm. Blackboard reserves the right to remove any leftover materials and trash after 3:30 pm.

**We encourage exhibitors to use the reception table top for collateral pieces and to set up any equipment displays in The Forum for use during exhibit hours.**

If you are a **Triple Play** or **Home Run** sponsor, your suite can also be used to set up a full display of equipment and will be open during the above hours for any meetings you'd like to schedule.

### **Shipping Information:**

You can ship your exhibit items for arrival no earlier than Wednesday, February 27th. Storage fees may apply. For information on where to ship any show materials, click [here](#).

Shipping Address:

DOUBLETREE RESORT BY HILTON PARADISE VALLEY-SCOTTSDALE  
Attn: Blackboard Exhibits  
5401 N Scottsdale Rd.  
Scottsdale Arizona 85250

### **Electric & Internet Information:**

- Electric – Electrical drops will be provided in The Forum at no cost to you. If you require additional power and/or electrical drops during the reception you will need to submit a request to the Doubletree Resort, click [here](#).
- Internet – If you require an internet connection, submit a request to the Doubletree Resort, click [here](#).
- A/V – if you require AV equipment, submit a request to the Doubletree Resort, click [here](#).

### **Sponsorship Materials:**

Included in your sponsorship are the following:

- Logo recognition in the Blackboard Spring Training Conference Program Book.
- Logo recognition on Blackboard's Spring Training website, including company description and link to company website
- Literature insert in the conference bag – please ship your insert to the Bb Transact offices with an arrival date no later than February 22<sup>nd</sup>. The ship to address is:

Blackboard Transact  
Attn: Spring Training  
22601 North 19<sup>th</sup> Ave Suite 130  
Phoenix, AZ 85027

- If you are a Home Run or Triple Play sponsor you will also receive a branded bag item, details will be sent separately.

If you have not done so already, please be sure to provide your high res (preferably .eps) logo file and company description to Amanda Williams ([amanda.williams@blackboard.com](mailto:amanda.williams@blackboard.com)) as soon as possible.