

SPONSOR PACKET

The Colorado Charter Schools
Annual Conference

February 26-28, 2025
Denver Marriott Tech Center

SYN- ERGY



Welcome Sponsors

Welcome to the 2025 Charter School Annual Conference! We are thrilled to have you join us as a valued sponsor. This Sponsor Packet contains everything you need to prepare for a successful event, including important deadlines, exhibitor guidelines, booth specifications, registration details, and key contacts. Whether you're a returning sponsor or new to the event, this guide will help ensure a smooth and rewarding experience. Please review the information carefully and reach out with any questions—we're here to support you every step of the way. We look forward to seeing you at the conference!

SPONSORS@COLORADOLEAGUE.ORG

COLORADOLEAGUE.ORG/EVENTS/ANNUAL-CONFERENCE-2025/SPONSORSHIP.HTML

How to Collect and Manage Leads Using the App

As an Associated Registrant, you can:

- ✓ View scanned leads
- ✓ Add notes to individual contacts
- ✓ Export your lead list

How to Collect Leads:

There are two ways to collect leads:

1 Attendees Check-In with Your Exhibitor QR Code

- Attendees scan your exhibitor QR code using the app.
- QR codes can be printed for easy access. See [Printing QR Codes for Exhibitors](#) for details.
- Attendees can scan QR codes from a distance using the pinch-to-zoom feature (e.g., from a presentation slide).

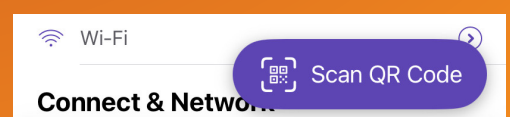
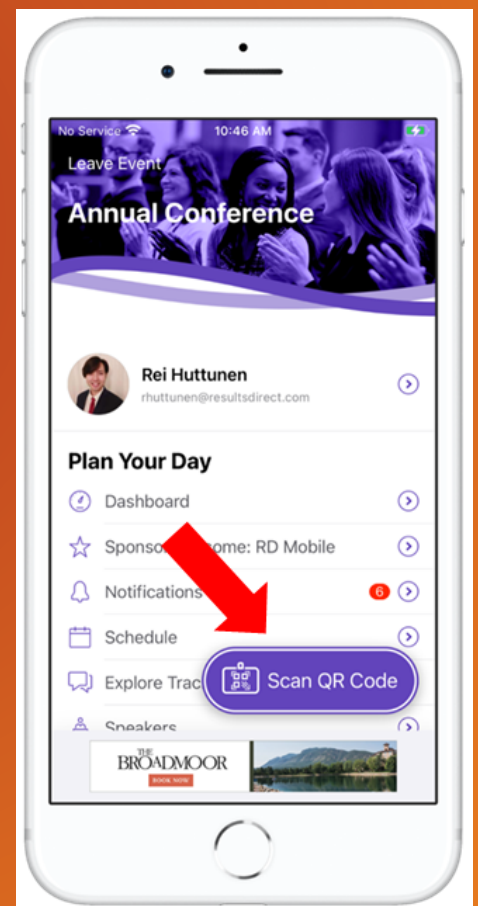
2 Exhibitor Representatives Scan Attendees' QR Codes

Only exhibitor representatives can scan attendees as leads.

Exhibitors cannot initiate a business card exchange with another user.


Both the exhibitor and the attendee must open the scanner tool in the app.

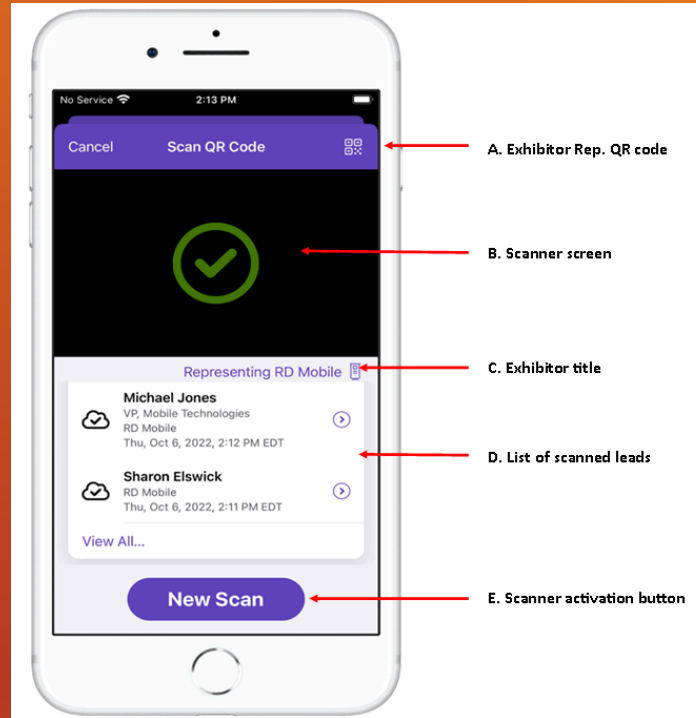
The exhibitor scans the attendee's QR code to collect their information.



Troubleshooting & Using the QR Code Scanner

If the Exhibitor Icon is Missing
If a user who has been configured as an Associated Registrant does not see the Exhibitor Mode icon, advise them to:

 Manually refresh the event in the app to resolve the issue. Using the QR Code Scanner
When selecting the Scan QR Code button, the following options will appear:



Exhibitor Rep. QR Code

- Displays a QR code that attendees can scan.
- Once scanned, the attendee will be registered as a lead.
- The attendee will also receive the exhibitor rep's business card and be checked in with that exhibitor.

Scanner Screen

- Tap "New Scan" (labeled E in the diagram) to begin scanning.
- Use this area to aim at the QR code you are scanning.

Exhibitor Title

- Displays the organization the exhibitor is representing.

List of Scanned Leads

- Shows all scanned leads, including successful and pending scans.
- If uploads are pending, this may be due to a weak network connection.
- Once the connection is restored, uploads should happen automatically.
- If the issue persists, try refreshing the app.

This ensures a smooth lead collection experience at the event! 



Basic Instructions for Retrieving Leads

To retrieve your leads from the conference:

1 Access Your Exhibitor Portal

- You should have already received an email with a link to access your Exhibitor Portal.
- Alternatively, you can access your portal directly through the app.

2 Download the Lead Report

- Go to the Download CSV report section.
- Click on the link to start the download of your leads.

The screenshot displays the 'Exhibitor Management Portal' for the Colorado League of Charter Schools 2025 Annual Conference. The page is titled 'Exhibitor Management Portal' and includes a welcome message: 'Welcome to the Exhibitor Management Portal!'. Below this, there are three main sections: 'View Live Content' with a button 'View on 2025 Annual Conference Website'; 'Edit Content' with a button 'Edit Information'; and 'Download CSV Reports' with two buttons: 'Contact Leads List' and 'QR Leads List'. The 'Contact Leads List' button is highlighted. At the bottom right, it shows 'Logged in as Igor Nascimento' and a 'Log Out' link.

Please reach out to inascimento@coloradoleague.org with any questions.



Vendor Booth Rules & Guidelines

Setup: Booth setup is allowed only during the designated setup time.

Booth Size & Boundaries: Vendors must keep all displays, materials, and signage within their assigned booth space. No encroaching on aisles or neighboring booths.

Display Regulations: All displays must be professional and stable. No items should pose safety hazards. Any pop-up banners, tables, or decorations must fit within the booth space.

Noise Control: Microphones, music, or promotional videos must be kept at a low volume so they do not interfere with other vendors or conference sessions.

Booth Staffing: At least one representative must be present at the booth during exhibit hours. Booths cannot be left unattended.

Dress Code: Business casual or branded attire is recommended.

Booth Breakdown: Vendors must not begin packing up before the official event closing time.

Security & Liability: Vendors are responsible for their own belongings. The event organizers are not liable for lost, stolen, or damaged items.

Compliance with Venue Rules: All vendors must comply with the rules and regulations of the venue, including fire codes and emergency procedures.

SYN- ERGY



THURSDAY, FEBRUARY 27

6:00 AM - 8:30 AM EXHIBITORS SET UP

7:45 AM - 9:15 AM Breakfast

8:30 AM - 9:30 AM WORKSHOPS BLOCK

9:00 AM ATRIUM, EDTECH, ESPORTS OPEN

9:45 AM - 10:45 AM KEYNOTE 1 (Rocky Mountain Ballroom)

10:45 AM - 4:00 PM SOLUTION SESSIONS (Larkspur)

11:00 AM - 12:00 PM WORKSHOPS BLOCK

12:00 PM - 1:15 PM Lunch

12:15 PM - 1:15 PM ATRIUM, ESPORTS, Drone Soccer

1:15 PM PRIZE DRAWING in the Atrium

1:30 PM - 2:30 PM WORKSHOPS BLOCK

2:30 PM - 3:00 PM ATRIUM DEDICATED TIME
& Drone Soccer Finale (Evergreen D)

2:45 PM - 2:50 PM PRIZE DRAWINGS in the Atrium

3:00 PM - 4:00 PM PANEL (Rocky Mountain Ballroom)

4:00 PM - 5:30 PM HAPPY HOUR & Drone Soccer Demo

FRIDAY, FEBRUARY 28

7:45 AM - 9:15 AM Breakfast

8:30 AM - 1:30 PM ATRIUM, EDTECH, ESPORTS OPEN

8:30 AM - 9:30 AM WORKSHOPS BLOCK

9:45 AM - 10:45 AM KEYNOTE 2

11:00 AM - 12:00 PM WORKSHOPS BLOCK

12:00 PM - 1:30 PM ATRIUM, EDTECH, ESPORTS TIME

12:00 PM - 1:15 PM Lunch (+ Prize Winners Drawing)

1:15 PM PRIZE DRAWINGS in the Atrium

1:30 PM - 2:30 PM WORKSHOPS BLOCK

1:30 PM - 3:30 PM EDTECH, ESPORTS DEMOS

DOWNLOAD THE APP TO SEE THE COMPLETE SCHEDULE



FAQ

HOW DO I SELECT A BOOTH?

Booth selection is closed on January 13th.

For Esports Booths: Booth space will be available for selection on February 1st.

HOW CAN I PAY MY ACCOUNT BALANCE? CAN I PAY BY CREDIT CARD OVER THE PHONE?

You can pay your account balance when you purchase your sponsorship via credit card or invoice. If you opt for an invoice, our finance team will contact you to arrange payment.

HOW CAN I UPDATE MY COMPANY NAME, COMPANY CONTACT, EMAIL ADDRESS, ETC., FOR EXHIBIT LOGISTICS PURPOSES?

All exhibitor information should be sent to sponsors@coloradoleague.org.

HOW DO I REGISTER MY TEAM?

You can register your attendees by clicking the “Book Now” button on the Sponsorship page of our website.

Note: Double-check your sponsorship package to confirm how many attendee badges you have.



FAQ

HOW BIG ARE THE BOOTH SPACES?

All exhibitor booths in the Atrium and ED-Tech Room include:

- ⬡ One full registration
- ⬡ Power
- ⬡ A pipe and draped 10-foot space
- ⬡ A six-foot table and one chair

If you purchased a Hightop option, you will have approximately 3 feet on either side of your space. The hightop is approximately 42 inches tall and 2 feet wide and will come covered with a tablecloth.

HOW DO I MAKE AN ATTENDEE SUBSTITUTION OR CANCELLATION?

Refunds are not given for cancellations within six weeks of the event. Substitutions can be made by emailing sponsors@coloradoleague.org.

ARE THERE DISCOUNTS AVAILABLE FOR NONPROFIT ORGANIZATIONS?

Yes! This year, we are offering a new Bronze Level Exhibitor package just for nonprofits. See page 22 of our prospectus for details.



FAQ

WHAT SIZE SIGNAGE SHOULD I BRING?

If you have a booth in our Atrium, you may bring anything that fits within your 8x10 ft space. If you are a Bronze Level Exhibitor B, you may bring one pop-up sign no larger than 3widex7 ft tall, ensuring it does not infringe on your neighbor's space.

I NEED TO SHIP MY BOOTH SUPPLIES TO THE VENUE. WHAT STEPS SHOULD I TAKE?

Refer to our [Shipping Material Information](#) down below. You will need to:

List your company name, booth number, and conference name on the shipping label.

Address it to the hotel's Event Manager, Susanna Mendoza.

I WANT TO MAIL ITEMS FOR THE CONFERENCE BAG. WHAT STEPS SHOULD I TAKE?

To have your items added to the conference bag, we must receive your materials by February 14th at our office:

Colorado League of Charter Schools
104 N Broadway, Denver, CO 80203

Contact our events team for delivery instructions to ensure your package arrives on time.

POWER IS NOT INCLUDED WITH MY HIGHTOP TABLE. HOW CAN I ORDER IT?

[Fill out this form to order below](#) and submit it to the venue contact listed.



Need Power for your Hightop Table?

Fill out this form
and submit it to
the venue
contact.



EXHIBITOR SERVICES

NAME: Michael Branson
 EMAIL: Michael.Branson@encoreglobal.com

NAME OF CONFERENCE		START DATE	END DATE	# OFEVENT DAYS
COMPANY NAME		ON-SITE CONTACT NAME &NUMBER		ROOM/BOOTH NAME/NUMBER
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERED BY	EMAIL		PHONE	

Email completed form to the Encore Representative listed above.
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
 Pricing includes labor estimates, but LDW, Hotel Service Charge, and sales tax may apply. Multi-Day pricing may differ from daily billed rate.

MONITOR	QUANTITY	Equipment Billed Daily
24" MONITORTABLE TOP 32"		\$370.00
MONITOR TABLE TOP 55"		\$535.00
MONITOR + FLOOR STAND 70"		\$1185.00
MONITOR + FLOOR STAND 25'		\$1780.00
HDMI CABLE		\$35.00
AUDIO	QUANTITY	Equipment Billed Daily
PERSONAL SPEAKER Audio Package		\$931.00
POWER	QUANTITY	Power Billed Daily
120V SINGLE PHASE -5 AMP		\$314.00
120V SINGLE PHASE -10 AMP		\$339.00
120V SINGLE PHASE -20 AMP		\$399.00
Power Strip + Extension Cord		\$70.00
INTERNET	QUANTITY	Internet Billed Daily
WIFI (Basic 3Mpbs)		\$90.50
WIFI (Plus 5Mpbs)		\$102.50
WIFI (Enhanced 30Mpbs)		\$1507.50
Wired Connection (5Mpbs)		\$365.00
MISCELLANEOUS	QUANTITY	Equipment Billed Daily
LAPTOP		\$375.00
FLIPCHART PACKAGE		\$94.00
Wireless Slide Advancer		\$120.00

This quote is subject to a Service Charge and any applicable taxes that will be added at the time of invoicing. Please see your hotel convention services manager for final number. Service Charges are NOT gratuities and are not paid in whole or in part to any employee of Encore.



Shipping Material Information

List your company name, booth number, and conference name on the shipping label.

Address it to the hotel's Event Manager, Susanna Mendoza.



DENVER  TECH CENTER

PACKAGE SHIPPING/HANDLING POLICY FOR MEETING PACKAGE & DELIVERIES

Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the Hotel. Failure to do so may result in deliveries being refused or materials being unavailable when required.

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss or damage.

The Hotel's receiving entrance is open from 7:00 a.m. to 4:00 p.m., Monday through Friday, and on Saturday from 7:00am to 3:00pm.

To ensure proper storage and delivery of boxes in a timely manner any materials being sent to the hotel must be marked as follows:

**Denver Marriott Tech Center
4900 S Syracuse Street
Denver, CO 80237**

**EXHIBITOR NAME/BOOTH NUMBER (IF APPLICABLE)
CONFERENCE/EVENT NAME
C/O (Contact Name and/or Hotel Event Manager Name)**

Boxes should have a complete return address and be marked if there is more than 1 box, e.g., Box 1 of 2 and Box 2 of 2, etc.

Please note the following charges relating to package deliveries and shipment to and from the hotel:

- Pallets or Oversized Packages, Incoming and Outgoing \$150.00/ pallet
- Packages, Incoming and Outgoing (Up to 25 Pounds) \$10.00/box
- Packages, Incoming and Outgoing (25 pounds or more) \$25.00/box
- Envelopes, Incoming and Outgoing \$5.00/envelope
- Plastic Road Cases, Incoming and Outgoing \$75.00/case
- The Hotel allows boxes/packages to be shipped (3) three days prior to the event.
- Any packages/boxes arriving earlier than (3) days prior to the event will be assessed a fee of \$20.00/day per item and pallets at \$50.00/day.
- Charges for shipments will be billed on-site.
- **All Outbound Shipments must have a prepaid label affixed and a carrier pickup scheduled.**
- We request that we are informed of how many boxes/packages/pallets are coming to the hotel for your event.



Event Contacts

Exhibit Hall/Atrium:

Caymin Harper

Direct: (720) 439-8869

E: Charper@coloradoleague.org

Peter Mason,

Direct: (303) 885-7249

E: Pmason@coloradoleague.org

Shipping/Packages:

Susanna Mendoza

Main: 303.779.1100 Direct: 303.740.2541

Email: susanna.mendoza@marriott.com

Complete the **conference survey**, so we can continue improving year after year:



Not seeing what you are looking for?

Feel free to contact us at
sponsors@coloradoleague.org