



What is Fall into Place?

In its 5th year, Fall into Place will bring together youth development workers, childcare providers, educators, decision makers and others interested in ensuring positive youth development opportunities and outcomes through out of school time programs. This conference is designed to inspire, and connect those working with children, youth and families. Attendees will leave with innovative strategies that will lead to quality out of school time programs.

In November, Fall into Place will be a fun and educational experience. Taking place at the Hyatt Regency Albuquerque, the agenda will feature Jessica Pettitt who leads the audience down the path to understanding they are good enough to make the changes they seek. Challenging long held assumptions about the type of people who drive change and are successful, Jessica eradicates excuses and provides strategies to communicate openly and actively seek success.

Who attends?

Fall into Place is for youth development workers, childcare providers, educators, decision makers across the state of NM including: Abiquiu, Albuquerque, Alcalde, Bernalillo, Chama, Espanola, Farmington, Hatch, Hobbs, Kirtland, Las Cruces, Los Alamos, Los Ranchos, Lovington, Moriarty, Rio Rancho, Ruidoso, Sandia Park, Santa Ana Pueblo, Santa Fe, Shiprock, Taos, Tierra Amarilla, Truth or Consequences and Veguita.

For more information about NMOST, please visit <http://www.nmost.org>.

Sponsorship & Exhibitor Opportunities

Conference Sponsor There is NO FEE to attend the NMOST annual Fall into Place Conference. Monetary donations help with the overall cost of the conference and offer increased visibility and recognition for your company. We are unable to use the restricted funding we receive to pay for food, so in order to keep this a FREE conference that every OST professional can attend, regardless of ability to pay, we rely on the generosity of sponsors to feed these professionals.

Sponsorship opportunities are very limited. Secure your spot today! Complete the Sponsorship Agreement on page 4. The deadline to purchase your sponsorship is October 31, 2017. For additional questions, please email us at NMOST@mgr-events.com.

Commercial Exhibits A commercial exhibit at the NMOST annual Fall into Place Conference provides an opportunity to reach approximately 300 people who work with children and youth from all over New Mexico and neighboring states. Exhibits are an important part of our conference, and help us meet the “shopping needs” of the OST community. We have planned showcases, and scheduled four engaging 20-minute breaks to encourage attendees to visit the commercial exhibit area several times during the day. In addition, all participants receive a Commercial Exhibit Passport-to-Prizes card. They receive a complimentary raffle ticket for door prizes if they get a stamp on their passport from EVERY commercial exhibitor (including you).

Benefits	Investor	Partner	Exhibitor
	\$2,000+	\$1,000+	\$250
3 – 5 minute speaking opportunity during one general session	Included		
Banner displayed in general session room	Included		
Logo on NMOST website	Included		
Materials included in attendee bags	Included	Included	
Logo in Conference Program	Included	Included	
Exhibit table top (Saturday)	Included	Included	Included
Recognition on Conference Signage	Included	Included	Included

Commercial Exhibitor Information

For \$250 commercial exhibitors receive one 6' draped table and 2 chairs. Exhibit hours are on Saturday, November 18 from 7:00 am – 2:00 pm. Set-up may begin at 6:00 a.m.

The deadline for applications is October 31, 2017. Please keep in mind that space is limited and applications received after this date may not be accommodated or appear in our Conference Program

Advertisement Opportunities

Place your company front and center in our full color conference program distributed to every conference attendee.

Benefits	Investment
Advertisement in Conference Program	\$500 (Full page) 8" x 10"
	\$250 (Half page) 8" x 5"
	\$125 (Quarter page) 4" x 5"

Full color camera ready artwork (no bleeds) must be emailed to NMOST@mgr-events.com no later than October 31, 2017. Please complete the agreement on the next page to secure your ad space.

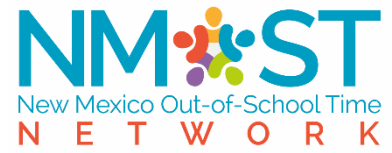
Sign me up!

To reserve your sponsorship, exhibit booth and/or advertisement, please complete the Agreement on the next page. Once we receive your agreement, you will receive a confirmation letter, invoice, and additional information based on your participation level.

Questions?

Contact our Conference Manager, Melissa Rael NMOST@mgr-events.com or 505-508-2999.

Fall into Place Conference Sponsor/Exhibitor/Advertiser Agreement Form



This agreement, when countersigned by the sponsoring/exhibiting/advertising organization and the NMOST representative, shall become a binding contract in accordance with the terms and conditions of the agreement. This agreement must be signed and submitted to NMOST by October 31, 2017. Upon assignment of a sponsorship, exhibit and/or advertisement, one copy will be returned with an invoice describing payment terms and balance due. Also required will be the sponsoring company's official logo which will be used for sponsorship recognition.

Please Print or Type

Sponsor/Exhibitor/Advertiser Information

Official Company Contact: _____

Company: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Email: _____

Preferred method to receive invoice: E-mail Mail

The undersigned applicant hereby requests the following opportunity:

1. _____ Cost: \$ _____
2. _____ Cost: \$ _____
3. _____ Cost: \$ _____

This agreement shall not be binding unless it is signed by an authorized representative of the applicant's company and is accepted by NMOST.

*Official Company Representative

Signature: _____ Print Name: _____

Title: _____ Date: _____

** Official NMOST Representative

Signature: _____ Print Name: _____

Title: _____ Date: _____

Please submit this application to NMOST@mgr-events.com or fax to 505-890-0703. If you prefer to mail your application, mail to MgR & Associates (NMOST) PO Box 67585, Albuquerque, NM 87193.

Sponsorship, exhibit or ad space is not confirmed until the signed agreement and fees are received by NMOST. All opportunities are allocated on a strictly 'first-come, first-served' basis. Thank you!

Fall into Place Conference

Sponsor/Exhibitor/Advertiser

Terms & Conditions



1. Definitions

'Organizers' means NM Out-of-School Time Network (NMOST) or their designated representatives. 'Sponsor' and 'Exhibitor' includes any person, firm or company, corporation, institution, association or committee to whom space is allocated. 'Venue' refers to the location where the conference is being held.

2. Applications

Applications for Sponsorship or Exhibition or Advertisement space at the conference should be made on the official Agreement Form. All opportunities are allocated on a strictly 'first-come, first-served' basis.

3. Payments

An invoice will be issued on receipt of the signed Agreement form and payment should be made within 15 days of receipt of invoice. Unpaid invoices cancel the sponsor or exhibitor's participation.

4. Cancellations

Exhibitors and Sponsors wishing to cancel participation must do so in writing to NMOST. Receipt of such will be confirmed in writing by return. NMOST incurs considerable costs prior to the conference including marketing, promotion and administration expenses, so the following charges for cancellations will apply: a) 25% of total cost if cancelled up to 16 weeks prior to the event; b) 50% of total cost if cancelled between 16 and 8 weeks prior to the event; c) The full cost of the exhibit booth or sponsorship is payable for cancellations within 8 weeks of the event.

5. Prohibition of transfer

Sponsors may not assign or share or grant licenses of any part of the Sponsorship. Nor may any cards, advertisements, or printed matter of firms who are not bona fide Sponsors be exhibited in or distributed from, any area of the Conference.

6. Registration of Staff

Staff from Sponsors and Exhibitors who wish to attend the conference sessions must register as full conference attendees, unless a specific prior arrangement has been made with the Organizers.

7. Amendment of Site Plan

Every attempt is made to preserve the published layout of the conference area and exhibit tables. Should it be necessary to revise the layout for any purpose, the Organizer reserves the right to transfer an Exhibitor to an alternative suitable site.

8. Table Top Exhibits

Standard exhibit tables 6' long. Included with the space is a table with 2 chairs. Electrical supply and AV equipment may be ordered at an additional cost to the Exhibitor. Exhibitors must abide by the set-up and breakdown times on Saturday, November 18, 2017

Set Up	6:00 am – 7:30 am
Breakdown	2:00 pm – 3:00 pm

Exhibit tables should be manned during all refreshment breaks. Under no circumstances can an exhibit be broken down before 2:00 pm.

9. Liabilities

While the Organizers shall endeavor to protect property at the Conference, it must be understood that the management of the Venue, the Organizers and any Official Contractor cannot accept liability for loss or damage sustained, occasioned by any cause whatsoever. Exhibitors and Sponsors agree to indemnify and hold NMOST and its contractors harmless against all loss, liability,

damage, costs, expense, claims, proceedings and actions arising out of any negligent act or omission of Exhibitor or Exhibitor's Employees; including any breach of these terms and conditions by Exhibitor or Exhibitor's Employees. NMOST's maximum liability shall not exceed the amount paid by the Exhibitor or Sponsor relating to the Contract.

10. Insurance

Exhibitors and sponsors are responsible for arranging appropriate insurance cover regarding their attendance at the conference, including prevention, postponement or abandonment. NMOST or its Contractors cannot be held liable for any loss, liability or damage to personal property.

11. Fire & Safety

Exhibitors and Sponsors must comply with any reasonable instructions given by any authority regarding fire precautions and safety. All decorations, displays and exhibits, together with incidental fittings, must conform fully to the regulations and requirements of local authorities, and must be non-flammable or treated for fire prevention by an approved method.

12. Alterations & Disclaimer

NMOST reserves the right to make alterations to the conference program, venue and timings at any time. In the unlikely event of the conference being cancelled by NMOST, a full refund will be made. Liability will be limited to the amount of the fee paid by the sponsor or exhibitor. While the Organizers will make every effort to secure a high level of attendance of attendees to the conference, no guarantee of attendee numbers can be given and no discounts or refunds are available if attendance numbers do not reach the projected levels.

13. Cancellation of the Conference

In the event of it being found necessary for whatever reason that the Conference shall be postponed, abandoned or altered in any way in whole or in part, or if the Organizers find it necessary to change the dates of the Conference, the Organizers shall not be liable for any expenditure, damage or loss incurred by the Sponsor. In the event of cancellation the Sponsor will be refunded any monies paid. If by re-arrangement or postponement of the period of the Event, or any other reasonable manner, the event can take place, the contract between the Organizers and the Sponsors shall remain in force.

14. Force Majeure

In case the premises of the Hyatt Regency Albuquerque and area therein shall be destroyed or damaged, or if the conference fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with because of any strike, lockout, injunction, act of God, emergency declared by any government agency, or for any other reason, this contract may be terminated by NMOST. In the event of such termination the Exhibitor and Sponsor waives all damages and claims for damages and agrees that the sole liability of NMOST shall be to return to each exhibitor or sponsor payments, less a pro rata of all costs and expenses incurred and committed by NMOST.

15. Information and Copyright

Information supplied by the Organizers in relation to the conference is accurate to the best of their knowledge and belief, but shall not constitute any warranty or representation. Any inaccuracy, mistakes or omission in such information shall not entitle the Sponsor or Exhibitor to cancel his contract. All information and data relating to the event is the copyright of NMOST and its contractors and cannot be passed on to any third party for any purpose. Lists and information relating to participants may only be used in relation to the Sponsor's presence at the event.

16. Websites & Links

The conference and associated NMOST websites may link to other websites and networking tools, provided for the convenience of the users. The contents of these websites are maintained by their owners, for which NMOST takes no responsibility; neither can responsibility be taken for contents of any website linking to this website.