

## ~ SEPA 2011 Sponsorship Levels & Benefits ~

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# Additional Notes:

### Exhibit Space:

The exhibit hall will open for set up at 7am on Tuesday June 21, 2011. All exhibits must be removed from the exhibit hall by 8pm on Friday June 24, 2011. There are 2 types of exhibit space available: **Type 1 (Table top)**: each space will be provided with a 6ft table, 2 chairs, waste paper basket, 8' tall drape in the back, S-hooks for banners, and tables will be skirted and clothed. **Type 2 (Full booth)**: each space is 8'x10' and will be provided with a 6ft table, 2 chairs, waste paper basket, 8' tall drape in the back with 3' tall drapes on sides, S-hooks for banners, and tables will be skirted and clothed. Ceiling height is 14'. Power available for an additional \$75. Note: Please include specific power needs with registration of booth.

Additional exhibit space is \$125 for each Type 1 table top or \$300 for each Type 2 full 8'x10' booth.

Unloading may take place at the doors to the Conference Service Area (doors to the left of the main entrance doors of the main lodge). You may stop your car to unload materials to the sidewalk. Once materials are unloaded, please park your car and then you may bring your materials inside for set up. DO NOT park in the Porte Cochere. Please bring equipment to help you unload, as the resort has limited equipment available.

### Registration:

Conference registration is tentatively set at \$250/person.

If you receive a complimentary registration with sponsorship, you must still register like a delegate for our records, but with no charge.

### Planetarium/Presentation Time:

If you are a Universe or Galaxy Level Sponsor, you can receive both planetarium time *and* plenary time. If you are a Solar System, Planet, Moon or Comet Level Sponsor, you can do *either* a free plenary presentation or have planetarium time for an *additional* fee. Please, no Power Point-type presentations in the theater.

To schedule time in the planetarium, it is \$500/15 min. up to 30 min. max. This is limited to schedule availability.

### Guidelines to Setting Up Equipment and Content in the Planetarium:

If you are submitting content to play back on our full-dome system, your file must be: 1. Received by us at least 30 days before the conference starts (5/21/11); 2. Must be in dome master format with sequentially-numbered

image files (TGA, JPG, GIF, BMP, PNG); 3. If larger than 2K in size, they will be reduced in resolution to 2K dome arc pixels; 4. Audio can be in separate channel WAV or AC3 surround format. AC3 is preferred.

If you are planning to temporarily set up equipment in the theater, you **must**:

1. Install the equipment from 10 a.m. to 4 p.m. on Mon., June 20, 2011, 9 a.m. to noon on Tues., June 21, 2011, or earlier dates based on our schedule;
2. Remove the equipment between 1 and 4 p.m. on Saturday, June 25, 2011 or other times/dates based on our schedule;
3. Not compromise nor block any of the permanent equipment nor normal public program playback in the theater;
4. Not block any aisle ways or exits;
5. Not attach any material or equipment in any way to anything in the theater;
6. Schedule a time and date with the planetarium director for installation.

### Goodie Bag (Part of the Conference Bag):

The Goodie Bag stuffing fee is \$50 per item or mini portfolio. 150 items are needed.

A mini portfolio is a small collection of brochures/documents.

Super Special Deal!: if you are the first to request the stuffing of a particular type of item on our list below, then the stuffing fee is waived! (Limited to one item on the list.) Please contact us to avoid duplication of giveaway and to meet specifications.

List: 1. Portfolio w/pad of paper; 2. Pen; 3. Nice neck lanyard; 4. Special snack treat (high quality dark chocolate, variety snack, etc. [will allow more than one fulfillment and not limited to one type]); 5. Water bottle; 6. Can coozie; 7. Other items-- if you have an idea, just check with us.

### Contact:

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706-379-5130 - phone  
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Our goal is to provide a great conference for both the delegates and the vendors. Please don't hesitate to ask for information or assistance.