

# CentralSquare 2019

## EVENT INFORMATION

- **Event Dates:** March 17-20, 2019 (March 17 is early registration and welcome reception only.)
- **Trade Show Dates:** March 18-19, 2019
- **Location:** San Antonio, Texas (Henry B. Gonzalez Convention Center and Grand Hyatt)
- **Anticipated Attendance:** 1,500-1,800
- **Attendees:** CentralSquare Technologies customer organizations representing Public Administration and Public Safety.

## SPONSORSHIP & EXHIBIT OPPORTUNITIES

Sponsorship & Exhibit Packages	Diamond \$15,000	Platinum \$12,000	Gold \$8,000	Exhibit Only \$4,000
<b>Exhibit Space*</b>	8'X20' Space	8'X10' Space	8'X10' Space	Tabletop****
<b>Number of staff members included</b>	4	4	3	2
<b>Mobile App Scavenger Hunt**</b>	X	Available for additional fee	Available for additional fee	Available for additional fee
<b>Opportunity to bring additional staff for \$1,000 per person</b>	X	X		
<b>One-Hour Breakout Session</b>	X			
<b>Banner ad in mobile app</b>	X			
<b>Solutions Theater Presentation</b>	60 minutes	40 minutes	20 minutes	
<b>Attendee list two weeks prior to event***</b>	X	X	X	
<b>Ad in printed event guide</b>	Full Page	½ Page	¼ Page	
<b>Option to purchase additional sponsorship items</b>	X	X	X	
<b>Slide included in PowerPoint deck displayed for duration of event</b>	X	X	X	X
<b>Logo and link on event website</b>	X	X	X	X
<b>Company name and description in event mobile app</b>	X	X	X	X
<b>Logo on event signage and in printed event guide</b>	X	X	X	X
<b>Meals as follows: Welcome Reception 3/17, Breakfasts &amp; Lunches 3/18-3/19</b>	X	X	X	X

\* Exhibit space includes one 6' table, two chairs, and a wastebasket.

\*\* Scavenger hunt will be designed and managed by CentralSquare Technologies.

\*\*\* List will contain only the attendees that have agreed to receive communications from third-party companies during the event registration process. List may not be shared with anyone outside your organization.

\*\*\*\* Tabletop display preferred; however, one floor standing sign permitted if placed no more than 1' behind provided table (sign not to exceed 8' tall, 6' wide, and 1' deep). Signage larger than this will not be permitted.



## ADDITIONAL SPONSORSHIP OPPORTUNITIES

- ~~**Sponsor a Charging Lounge - \$7,000 (Limited to One Sponsor; Available to Gold, Platinum, and Diamond Sponsors):** The Charging Lounge is a 10'x20' space located in the exhibit hall where attendees can relax and charge their devices. Sponsor will be acknowledged on agenda and other areas of the event mobile app, on lounge signage, and in the printed event highlights guide. **NO LONGER AVAILABLE**~~
- **Opportunity to Place a Giveaway Item in Attendee Bags - \$3,000 (Limited to Two Sponsors; Available to Gold, Platinum, and Diamond Sponsors):** Giveaway item is to be selected and supplied by Sponsor. Selection must be approved by CentralSquare Technologies prior to purchase. Specific shipping instructions and deadlines will be provided prior to the event; however, Sponsor should be prepared to have giveaways at event site by Friday, March 15, 2019.
- **Opportunity to Place a One-Page Flyer in Attendee Bags - \$2,000 (Limited to Three Sponsors; Available to Gold, Platinum, and Diamond Sponsors):** Flyer is to be designed and printed by Sponsor. Flyer must be approved by CentralSquare Technologies. Specific shipping instructions and deadlines will be provided prior to the event; however, Sponsor should be prepared to have flyers at event site by Friday, March 15, 2019.
- **Push Notification in Event Mobile App - \$1,000 (Limited to Four Sponsors; Available to Gold, Platinum, and Diamond Sponsors):** Notification will be pushed on Monday, March 18 or Tuesday, March 19, at the discretion of CentralSquare Technologies. Message may be up to 100 characters (including spaces and punctuation) and is subject to approval by CentralSquare Technologies. Message must be sent to [conferences@centralsquare.com](mailto:conferences@centralsquare.com) by February 25, 2019.
- **Opportunity to Participate in Event Mobile App Scavenger Hunt - \$500 (No Limit on Number of Sponsors; Available to All Exhibitors and Sponsors):** Sponsor's exhibit location will be included in a scavenger hunt that attendees play for prizes. Participating sponsors are expected to supply a prize valued at \$50+ to be given away during an afternoon refreshment break on Tuesday, March 19, 2019.

## SPONSOR & EXHIBITOR DEADLINES

Below outlines deadlines relative to your participation at the event.

### DEADLINES FOR ALL SPONSORS AND EXHIBITORS

- **Due February 22, 2019: Registration and Staff Names**  
This is the last day to register as a Sponsor or Exhibitor for the event. All staff members must be registered and have a name badge to attend any part of the event.
- **Due February 22, 2019: PowerPoint Slide**  
Email one PowerPoint slide in wide-screen format with 1920x1080 resolution to [conferences@centralsquare.com](mailto:conferences@centralsquare.com) to be featured in a slideshow displayed at the event.
- **Due February 22, 2019: Company Description & Logo**  
Please submit your company description and upload your company's high-resolution logo as part of the online registration process.



## **ADDITIONAL DEADLINES FOR DIAMOND, PLATINUM, AND GOLD SPONSORS**

- **Due February 15, 2019: Ad for Printed Event Guide**  
Ad should be submitted to [conferences@centralsquare.com](mailto:conferences@centralsquare.com) in high resolution .jpg or .pdf format (full color CMYK, resolution 300 DPI). Ads must measure as follows: Quarter-page (¼) ad (Gold Sponsors) – 2.75" w x 4.25" h; Half-page (½) ad (Platinum Sponsors) – 5.5" w x 4.25" h; Full page ad (Diamond Sponsors) – 5.5" w x 8.5" h.
- **Due February 25, 2019: Solutions Theater Presentation (Diamond 60 Minutes / Platinum 40 Minutes / Gold 20 Minutes)**  
Submit your Solutions Theater presentation title, description, presenter name(s), and the presentation that will be used to [conferences@centralsquare.com](mailto:conferences@centralsquare.com). Presenter(s) must be registered individuals and cannot cause you to exceed the number of staff included with your Sponsor/Exhibit package.

## **ADDITIONAL DEADLINES FOR DIAMOND SPONSORS**

- **Due February 26, 2019: One-Hour Breakout Session**  
Submit your breakout session title, description, and presenter name(s), and presentation to [conferences@centralsquare.com](mailto:conferences@centralsquare.com). Presenter(s) must be registered individuals and cannot cause you to exceed the number of staff included with your Sponsor/Exhibit package.
- **Due February 26, 2019: Banner Ad for Mobile App**  
Banner ad should be submitted to [conferences@centralsquare.com](mailto:conferences@centralsquare.com). Please send banner ad in these two sizes: 1) 640x150 pixels, and 2) 552x150 pixels, both in .png, .jpeg, or .gif format.





7. **Registration Deadlines:** Online exhibit registration is available through February 22, 2019. Cancellations must be made by February 22, 2019 to receive a refund. Refunds will be provided at 90% for cancellations received by February 22, 2019. Cancellations made after February 22, 2019 will not be refunded. Refunds will not be provided for no-shows.
8. **Travel:** Hotel reservation and airport transportation information may be found at [www.centralsquare2019.com](http://www.centralsquare2019.com).
9. **Show Floor Rules/Conduct:**
  - a. All attendees are expected to conduct themselves in a professional manner.
  - b. Disruptive behavior of any kind will not be tolerated.
10. **Damage to Premises:** Sponsor/Exhibitor shall be liable for any and all damages to the venue premises caused by Sponsor/Exhibitor, its employees and/or agents including but not limited to any defacement, marring, or other damage. Sponsor/Exhibitor shall not permit any of its employees to drive nails, staples, hooks, tacks, screws or other such items into walls or other surfaces. No decorations, adhesives, or tapes that would deface the premises shall be used. Sponsor/Exhibitor shall not make, nor shall it allow its employees and/or agents to make any alterations of any kind to the premises. Sponsor/Exhibitor shall pay CentralSquare Technologies for any and all damages assessed by the venue to CentralSquare Technologies as a result of the acts of Sponsor/Exhibitor or its employees and/or agents in any area of the venue premises.
11. **Clean-Up Fees:** Sponsor/Exhibitor is responsible for leaving the premises in the same condition it was found. In the event that CentralSquare Technologies is charged a fee by the venue for cleanup as a result of Sponsor/Exhibitor or its employees' activities during the event, such fee shall be invoiced by CentralSquare Technologies to Sponsor/Exhibitor and Sponsor/Exhibitor agrees to remit the invoiced amount to CentralSquare Technologies within fifteen (15) days of receipt of said invoice.
12. **Exhibiting with Partners and Non-Registered Organizations:** Sponsor/Exhibitor shall not assign, sublet, or share its exhibit space with any other entity, firm, or organization. Sponsor/Exhibitor shall not allow any other entity, firm, or organization to exhibit or engage in any promotional activities in Sponsor's/Exhibitor's exhibit space, the exhibit area or the venue. Failure to comply with this provision may result in termination of Sponsor's/Exhibitor's participation in event and removal from the venue, at the sole discretion of CentralSquare Technologies or its officially designated event management. In the event of termination pursuant to this provision, Sponsor/Exhibitor shall not be entitled to any refund of any fees paid for registration and participation.
13. **Sponsor/Exhibitor Events:** Written, pre-approved consent from CentralSquare Technologies is required for any Sponsor/Exhibitor event or function to take place during event hours, which event shall not conflict with the Exhibit Hours or other CentralSquare Technologies scheduled events, whether before or afterhours.
14. **Photography & Video:** No photography or video capture of the exhibit area or contents of another exhibit space, or event presentation sessions, is permitted by Sponsor/Exhibitor. Photography or video capture by Sponsor/Exhibitor is expressly limited to the Sponsor's/Exhibitor's own exhibit space or, if applicable, the Sponsor's/Exhibitor's own presentation. Violation of this provision may result in termination of Sponsor's/Exhibitor's continued participation in event.

CentralSquare Technologies reserves the right to take, or hire other parties to take, photos, audio recordings, and videos at the event to be used in promotional materials. By participating in the CentralSquare 2019 trade show, you consent to such photography, audio, or video recording and waive all



rights you may have to any claims for payment or royalties in connection with any streaming, webcasting, televising or other publication of these materials.

15. **Use of CentralSquare Technologies or CentralSquare Event Name and Logos:** Sponsor/Exhibitor shall not use the event name or logo, or other CentralSquare Technologies logo in any form without the prior express, written permission of CentralSquare Technologies.
16. **Compliance with Applicable Laws and Venue Regulations:** Sponsor/Exhibitor shall comply with all applicable Federal, State, and Local laws and regulations and any rules and regulations of the Venue in performance of this Agreement.
17. **Security:** CentralSquare Technologies (and its host facility) accepts no responsibility for the safety of the property of the Exhibitor, its officers, agents or employees from theft, damage by fire, accident or other causes, but will use all reasonable care to protect them against such loss. In all cases, occupants wishing to insure their property must do so at their own expense. Exhibitors are encouraged not to leave exhibits unattended at any time. CentralSquare Technologies (and its host facility) is not responsible for any item left unattended or left in the Exhibit Hall during the times the exhibits are closed. **Please note: There will be security in the venue during the event; however, security may not be present within the exhibit area at all times.**
18. **Indemnification:** The Sponsor/Exhibitor agrees to protect, save and hold CentralSquare Technologies harmless for any damages or charges imposed for violations of any law ordinance, whether occasioned by the negligence of the Sponsor/Exhibitor or those holding under the Sponsor/Exhibitor as well as to strictly comply with the applicable terms and conditions contained in the agreement between event facilities and CentralSquare Technologies regarding the exhibition premises; and further, Sponsor/Exhibitor shall at all times protect, indemnify, save and hold harmless CentralSquare Technologies against and from any and all losses, costs (including attorney fees), damages, liability, or expense arising from or out of or by reason of any accident or bodily injury or other occurrence to any person or person, including the Sponsor/Exhibitor, its agents, employees and business invitees, which arises from or out of or by reason of said Sponsor's/Exhibitor's occupancy and the use of the exhibition premises or part thereof.
19. **Force Majeure:** CentralSquare Technologies shall not be held responsible for any loss, damage, or delay due to explosions, fires, flood, catastrophic weather conditions or other elements of nature or acts of God, strikes, lockouts, governmental restrictions, enemy action, civil commotion, failures or fluctuations in electrical power or telecommunications service or equipment or other causes beyond the reasonable control of CentralSquare Technologies.
20. **Governing Law:** This agreement shall be governed, interpreted and enforced in accordance with the laws of the State of Florida without regard to its conflict of law provisions, and any dispute relating to this agreement must be brought exclusively in a court with appropriate jurisdiction sitting in Seminole County, Florida.

## REGISTRATION

By registering for the event, Sponsor/Exhibitor agrees to all terms and conditions set forth above. Register online [here](#).

## QUESTIONS?

Email [conferences@centralsquare.com](mailto:conferences@centralsquare.com)