



Sponsor and Exhibitor Fact Sheet

Tribal Lands and Environment Forum Spokane Convention Center in Spokane, Washington, August 13-16, 2018

The Institute for Tribal Environmental Professionals (ITEP) is pleased to have you join us for the 2018 Tribal Lands and Environment Forum (TLEF)! Below you will find additional details and information. Please read all information carefully and feel free to contact us if you have any questions.

SPONSORSHIP LEVELS / BENEFITS

\$2,000 Platinum Level Sponsorship: Includes logo displayed prominently at the event and printed program; verbal recognition of sponsorship during plenary session; complimentary half-page full-color and half-page black and white advertisements in conference program; one (1) complimentary exhibitor space; and four (4) complimentary 2018 TLEF registrations. ****Exclusively available to Platinum Sponsors:** complimentary full-color single ad space (5"x7" inches vertical) displayed on each table in open and closing plenary session meeting room and conference registration area.

\$1,000 Gold Level Sponsorship: Includes logo displayed prominently at the event and on printed program; verbal recognition of sponsorship during plenary session; complimentary 3"x 5.25" full-color advertisement in conference program; one (1) complimentary exhibitor space; and three (3) complimentary 2018 TLEF registrations.

\$500 Silver Level Sponsorship: Includes logo displayed prominently at the event and on printed program; verbal recognition of sponsorship during plenary session; complimentary half-page black & white advertisement in conference program; one (1) complimentary exhibitor space; and two (2) complimentary 2018 TLEF registrations.

\$350 Exhibitor: Includes one complimentary 2018 TLEF registration, one table, two chairs, electric service, and Wi-Fi. Please register additional staff at http://www7.nau.edu/itep/main/Conferences/confr_tlef for access to conference sessions or related activities.

\$100 Tribal Artisan: Includes one table, two chairs, electric service, and Wi-Fi.

ADVERTISEMENTS

All sponsors that submit payment prior to June 30, 2018 are eligible for advertisement space as identified above. If you would like to take advantage of this opportunity, please submit a print-ready graphic (300 dpi minimum; .jpg, .tif, or .png formats) **no later than June 30, 2018.**

PAYMENTS

Sponsorship payments received by the ITEP are non-refundable and non-cancelable. ITEP reserves the right to withdraw the sponsorship if full payment is not received by June 30, 2018. Exhibitor payments are non-refundable after July 31, 2018.

LOCATION/SHIPPING

Spokane Convention Center Website: <http://spokanecenter.com/about/>. Shipping and receiving of any exhibitor materials to the Spokane Convention Center is the responsibility of the exhibitor/artisan and exhibitors/artisans must work directly with the hotel. *Spokane Convention Center Shipping Contact and Address will be updated on this document one month prior to the event.*

LODGING

Select the Hotel/Transportation tab on the TLEF website for instructions on reserving your room at the Davenport Grand, Autograph Collection Hotel at a special rate of \$109/night plus 12.1% tax.

EXHIBITOR SET UP AND TAKE DOWN

Exhibitor tables will be ready for set up and staffing from 12:00pm Monday, August 13 through 12:00pm Thursday, August 16. Set-up is the responsibility of the exhibitor/artisan. ITEP is not responsible for loss or stolen items and does not provide security at any time.

Power for each exhibitor table includes a 500WATT/5 amp connection (extension cords and power strips are provided at the discretion of the conference facility; if additional power is needed, exhibitors must arrange for payment directly through the conference facility).

ITEP CONTACT

Thank you again for your participation in this event. If you have any questions or need additional information please don't hesitate to contact Jennifer Williams at 907-250-3826 (on-site contact number) or jennifer.williams@nau.edu.