



Dear “Pod Participant” (Also called an exhibitor!),

We are very excited you are participating in CoSN’s 2019 Annual Conference, scheduled for April 1-4, 2019 (@InnovationCentral is open April 1-3) at the Hilton Portland Downtown & The Duniway, Portland, OR.

This Exhibitor Services Manual is intended to provide you with complete information on all of the resources available for successful participation in @InnovationCentral. Please note that, (@InnovationCentral is open April 1-3 at the Hilton Portland Downtown & The Duniway, Portland, OR.

To maximize the benefits of your participation at CoSN 2018, please carefully review the content of this Exhibitor Service Manual:

- ▶ **General Information:** a brief description of the basic details of @InnovationCentral
- ▶ **Rules:** the guidelines and regulations of @InnovationCentral
- ▶ **Housing & Travel Arrangements:** information to book your travel
- ▶ **Order Forms & Checklist:** for all additional services for @InnovationCentral and submit required documents on time

Don’t forget to bring copies of your service orders to the Annual Conference for reference. If you have any questions or need assistance in the interim, please feel free to contact me at Joanna.Engstrom@interelgroup.com.

We are dedicated to making this year’s event a successful one for everyone and we look forward to working with you in the coming months.

Sincerely,

Joanna Engstrom
Meetings Manager
CoSN 2019 Annual Conference



1. General Conference Information

1.1 Management

Management will be available in the office throughout the entire conference. Below is contact information for staff members who may be able to assist you if you have questions.

Event Operations

Joanna U. Engstrom, Joanna.engstrom@interelgroup.com,
Office (202) 802-9035; Cell (202) 288-8771

CoSN Conference Director
CoSN Chief External Relations Officer
Registration Manager

Mindy Reinitz, mreinitz@cosn.org, (202) 470-2778
Irene Spero, ispero@cosn.org, (202) 470-2783
Tammie Holloway, tammie.holloway@interelgroup.com Office
(202) 802-9029

CoSN Offices

Address: 1401 G St. NW, Suite 420, Washington,
DC 20005

Phone: (202) 861-2676 (9:00am – 5:00pm EST)
Conference URL: <http://cosnconference.org/>

1.2 Contracted Vendors

Conference Site, Electrical and Internet:	Hilton Portland Downtown & The Duniway Portland 921 SW 6th Ave, Portland, OR 97204 See section 4 to download the form for your electrical and additional internet needs	Phone: 503 946 9503 Contact: Micah Gaeta Micah.gaeta@hilton.com
AV:	BAV 10 Sonwil Drive, Buffalo, NY 14225 See section 4 to download the form for your AV needs	Phone: 800-264-5010 Contact: Greg back gback@bavservices.com
Lead Retrieval	AgendaPop is the official app for the CoSN conference – Lead retrieval will be included in the mobile app. Mobil app will be available closer to the conference date.	

1.3 Scheduled Hours: Move in → @Innovation Central → Move out

Please review the following schedule and note the exhibitor set-up times and conference hours.

@INNOVATIONCENTRAL HOURS:

@InnovationCentral Hours listed below are the hours you are required to staff your pod in @InnovationCentral.

Though the @InnovationCentral room will remain open and accessible during sessions, we strongly urge you to participate in the conference by attending sessions, meet members and learn about key ed tech issues.

Monday, April 1:	3:00 pm – 4:15 pm (Opening General Session is 4:15 pm – 6:00 pm) 6:30 pm – 8:30 pm	Pre- Opening General Session Welcome Reception
Tuesday, April 2:	11:45 am – 1:30 pm	Lunch
Wednesday, April 3:	11:30 am – 1:15 pm	Lunch



(Closing General Session is 3:15 pm – 4:30 pm)

MOVE-IN AND MOVE-OUT TIMES:

Exhibitors can set up tabletop display and equipment, **Monday, April 1, 2019, 12:00 pm – 3:00 pm**. All Move out must take place **Wednesday, April 4, 4:30 pm – 5:30 pm** (Please refrain from loud noises during the Closing General Session 3:15 pm – 4:30 pm).

1.4 Staff Registration: Exhibitor Badges

REGISTRATION PRICES GO UP ON January 11, 2019 and March 11, 2019 How to add Exhibitor and Sponsor Staff Registrations

Pod only organizations receive ONE complimentary registration with the purchase of the pod. The number of complimentary registrations a sponsor receives is listed in the sponsorship contract.

To add or modify your registration, please click on <https://ww2.eventrebels.com/er/Exhibitor/Login.jsp?ActivityID=24896> and sign in with your pod number and pod password. Your pod number and password can be found in your pod confirmation email. Go to the Staff tab and add your attendees.

Additional exhibitor registrations can be purchased for \$575 (up to 5). Or corporate member registrations can be purchased on the [main registration site](#) for \$895 (before 1/4/19) or \$945 (1/5/19 – 3/11/19) or \$995 (after 3/11/19) which includes a ticket to [Monumental Impact: Advocacy Dinner & Auction](#). For a complete list of different registration options, please visit <https://cosnconference.org/attend/registration/>. Please complete this registration before March 11, 2019. Have any registration questions? Contact Tammie Holloway, Association Manager at registration@interelgroup.com.

1.5 Freight Shipments & Information

Shipments must be addressed as follows:

**Hilton Portland Downtown
921 SW 6th Ave, Portland, OR 97204**

**Actual Recipient Name
Exhibitor Company's Name/ Pod Number
COSN 2019
Hilton Portland Downtown
921 SW 6th Ave, Portland, OR 97204
Box 1 of X**

For security reasons, all unidentified shipments or questionable packages will be refused. The Hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the Federal Centers for Disease Control and Prevention (CDC).



Handling fees are assessed for each package received by the Hotel. Fees are determined by the size and weight of the shipment according to the following scale:

Weight	Handling Fee
Carrier Envelope	\$4.00
Padded Pack	\$6.00
0-10 lbs	\$8.00
11-20 lbs	\$15.00
21-40 lbs	\$25.00
41-60 lbs	\$50.00
61-100 lbs	\$75.00
101+ lbs	\$130.00
Pallets	\$300.00

If package is not claimed by 90 days, all rights to contents of package will be forfeited by customer and/or sender. Exhibitors will be responsible for the packing of all packages – **Hotel will NOT be responsible for any returns. Hotel will not pack, store, tape up or generally look after your return shipment – please make sure you have all shipping arrangements planned out prior to the conference to avoid any last minute issues.** The UPS Store at the hotel offers both ground and air shipping. If you wish to ship using your own account number from a carrier, a preprinted air bill from the carrier with the account number generated by the carrier should be provided. If you do not have a preprinted air bill, the package room will use their air bill and will charge it to your room, VISA, Master Card, or American Express account.

Please note this fee is not the freight charge. Actual freight charge is determined based on the carrier of your choice, e.g., FedEx®, UPS®, DHL®, etc. No COD packages will be accepted.

For more Shipping info, please see here: <https://cosnconference.org/wp-content/uploads/2018/12/Hilton-Shipping-Instructions-1.pdf>

1.6 Pod Specs and Signage

Pods measure 42 1/4" (w) x 42" (h) x 22 3/4" (d). The height at the top of the accessory pole is 96" tall. Size of graphic is 18" x 16" featuring your company's logo and sponsorship level (if applicable) and will be attached to the top of the pole. Please review the graphic specifications below and submit your logo to sponsorship@cosn.org by **February 15, 2019** to ensure proper printing of your sign. Pods will be blue and will include the sign as pictured.



LEADERSHIP FOR LEARNING
APRIL 1-4, 2019 | PORTLAND, OR

Size: 18" x 16"

File Types:

- Adobe Illustrator
- EPS (vector paths)
- PDF (export X-4:2008)

2. @InnovationCentral Rules & Regulations

2.1 Attendee Restrictions

CoSN 2019 is open to anyone involved in the education industry. Exhibitor Badges are for exhibit staff only and all clients and guests need to register as a conference attendee.

2.2 Demonstrations and Pod Display Activities

Exhibitors shall not engage in any activity that leads to congestion in the aisles. Exhibitors wishing to include demonstrations, presentations, drawings or crowd gathering activities of any type must confine such activity within their specific display area and during @InnovationCentral hours only. Please contact us regarding the possibility of purchasing extra space outside of @InnovationCentral for demos or private meetings.

***** RETRACTABLE ADVERTISING BANNERS OR POP-UP DISPLAYS WILL NOT BE PERMITTED IN INNOVATION CENTRAL SO PLEASE DO NOT SHIP THESE ITEMS. ALL MARKETING MATERIALS /TECHNOLOGY DISPLAYS MUST FIT ON THE POD COUNTER THAT IS PART OF YOUR POD PACKAGE. *****

2.3 Handouts and Literature Distribution

Literature, samples or other promotional materials may only be handed out within the confines of contracted display space. Management will discard any materials placed elsewhere.

2.4 Photography

Taking of pictures or recordings within @InnovationCentral or meeting rooms is only permissible with prior authorization by management. Management and accredited members of the press are exempt from this rule. Picture taking or video recordings of an exhibitor's own tabletop display is permitted with approval from Management.

2.5 Smoking Policy

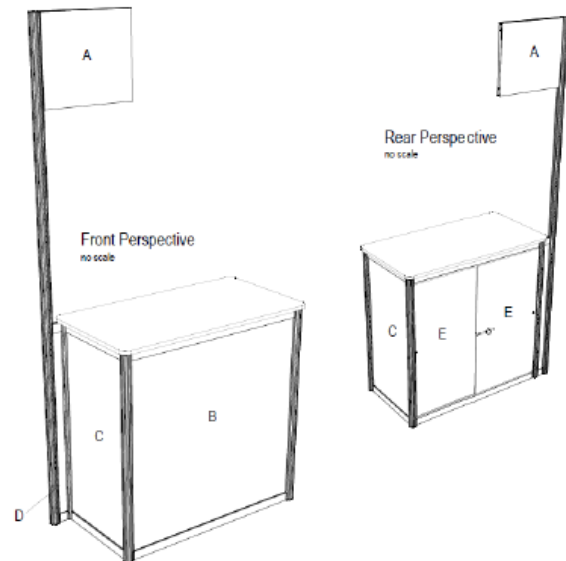
CoSN 2019 and the Portland Hilton have a NO SMOKING policy in the conference space and @InnovationCentral. Thank you for your cooperation.

2.6 Sound Systems / Presentations / Demos

Management reserves the right to restrict exhibits, which, because of noise, method of operation, materials or any other reason, become disruptive. The sound level from an exhibitor's tabletop display shall not intrude nor violate the rights of any and all adjacent areas. Sound, to whatever degree possible, should be confined to the exhibitor's display.

2.7 Unsportsmanlike Conduct

Tampering with another party's exhibit will not be tolerated. Said activity is actionable under law. In such case, the offender will be immediately removed from the @InnovationCentral area at his/her expense, and will be restricted from future participation.





2.8 Insurance

CoSN Statement

Exhibitors must carry worker's compensation, commercial general liability including products and completed operations, independent contractors, personal injury and blanket contractual liability insurance at limits of at least \$1,000,000 per, \$1,000,000 aggregate. These coverage's must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder and supplied to and naming The Consortium for School Networking as additional insured of at least 30 days before the proposed exhibit date. It is strongly recommended that Exhibitors also carry insurance to cover the loss of or damage to their exhibits or other personal property while such property is located at or is in transit to or from the exhibit site. The Consortium for School Networking and Management assume no liability for any loss, damage or injury to any property of the Exhibitor or to any of its officers, agents, employees or contractors, whether attributable to accident, fire, water, theft or any other cause whatsoever. Neither the Management, nor the owners or lessees of the exhibition premises will assume any responsibility for exhibitor's property against damage, loss and theft.

2.9 Security

DO NOT ASSUME THE BUILDING IS SECURE. IT IS NOT!

Each exhibitor must take responsibility for the security of all items in his or her display. Management assumes no liability for loss or damage to exhibitors' property. While Management will provide security for the exhibit area during move-in, move-out and over-night, Management is not liable and cannot assume responsibility for loss or damage to exhibitor's materials. Exhibitors are responsible for extending a rider on their present insurance policy to cover damage or theft of their materials or displays while in transit to and from, and during @InnovationCentral.

Security Tips

1. DO NOT mark the outside of your shipping cartons with the contents; instead use a code. A label that reads "Sony 26" Color Monitor" is an open invitation to thieves.
2. Furnish your shipping company with an accurate and complete bill of lading.
3. DO NOT leave materials in containers to be stored with empties.
4. When @InnovationCentral closes, pack as quickly as possible and do not leave your display unattended.
5. During move-out remain with your display and equipment until it has been packed and is ready to ship. Do not leave your pod unattended during the hectic and heavily populated move-in and move-out times.
6. Business tools such as tape recorders, pocket calculators and give-away items are the things most often stolen. They should be guarded and stored safely at night.

3. Housing & Travel Arrangements

Hotel Information

Hilton Portland Downtown & The Duniway

921 SW 6th Avenue
Portland OR 97204

\$209+ tax per night

[Book Online](#) by February 26, 2019 or before the block is sold out.



Travel Information

Uber and Lyft provide service in Portland.

Taxi Cab: Takes about 25-40 minutes depending on traffic. Cost is around \$32.00- \$38.00 from the airport.

Town Car Service: Hotel has a preferred agreement with AVION Towncar service (503) 516-9600. Arrangements can also be done through the Concierge (503) 226-1611 ext. 2170. Estimate cost from the hotel or airport for up to two (2) people is \$45.00 plus gratuity. Nominal fee for additional passengers up to a total of four.

Shuttle: Blue Star Airport Shuttle

The shuttle will service four hotels in the downtown area: Marriott hotels, The Benson, and the Hilton. Pickup area is out the rear entrance on Broadway between Taylor St. and Salmon St. Schedule times are every 30 minutes. Hotel pick up times are from: 4:50 AM through 4:50 PM. The first pick up is at 4:50 AM and every 30 minutes thereafter. No reservations are required. For guests needing service after hours, arrangements made be secured by calling their office at 503-249-1834. Airport pick up times are from: 7:00 AM through 5:00 PM. The first pick up is at 7:00 AM and every 30 minutes thereafter. For guests needing service after hours, arrangements made be secured by calling their office at 503-249-1837 or toll free at 800-247-2272. No reservations are required. The fee for this service is \$14.00 per passenger, one way. [There are a number of other independently run shuttle services that provide airport to hotel service. At the airport there is a "Ground Transportation Area" where all of these shuttles park for fares. Costs vary depending on number of people riding and the provider.

MAX Light Rail: Portland's "above ground subway." Picks up at baggage claim and drops off 1½ block from the hotel. Cost is \$2.50 per person, per trip and takes about 40 minutes. For more information, visit here <https://trimet.org/>

Travel Portland has downloadable maps and they also have events calendar and things to do or places to visit. It's a wonderful resource with all sorts of local details!

<https://www.travelportland.com/plan-your-trip/maps-of-portland/>

For more information regarding your travel needs, please visit <https://www.travelportland.com/>

Hotel Parking:

Self-Parking Facilities \$40 USD per day (plus tax)

Valet Parking Facilities \$48 USD per day (plus tax)

4. Order Forms for Lead Retrieval and Internet Order

4.1 Internet, Phone, and Electrical

To place orders for any pod needs at the Hilton Portland Downtown & The Duniway by March 1, 2019:

Please click on the form here: https://cosnconference.org/wp-content/uploads/2018/12/2019-Exhibitor-Form_PSAV_Electric-and-Internet.pdf and fill out the form order for electric, phone lines and internet. (Wifi internet will be available to all conference attendees at unguaranteed speeds. If you are downloading or streaming, please order internet.) If you order after March 1, the advanced pricing will not be guaranteed.

For any issues or questions re the order form at the hotel, please contact:

Micah Gaeta

Phone: 503 946 9503

Micah.gaeta@hilton.com



4.2 Lead Retrieval will be included in the mobile app

Lead retrieval services will be available through AgendaPop. This information will be sent closer to the conference date.

Use our conference app to:

- Track your contacts for free!
- Anyone can scan the QR code on a badge to collect individual information

4.3 AV

BAV is the Exclusive Audio/Visual Provider for CoSN 2019. Deadline to submit the AV form is March 25, 2019. BAV form is here: <https://cosnconference.org/wp-content/uploads/2018/12/Expo-AV-Order-Form-COSN-2019-FINAL.pdf>

5. Sponsor and Exhibitor F.A.Q.s

- **Will I receive a list of registrants?**

The type of registration list you receive depends on if you are a sponsor or pod only participant. Sponsor lists contain registrant name, org, title, mailing address, and email address. Pod only participant lists contain name, org, title, and mailing address. Pre-conference registration list will be sent on March 11, 2019. Post-conference registration lists will be sent within one week of the end of the conference. Each of the two lists are only to be used one time.

To comply with best practices, all registrants had the option to “opt out” of sharing their information with sponsors and exhibitors. Those who have done so are not included in the list you will receive. Therefore, actual registration will likely be higher than what is represented on the list you receive.

- **My sponsorship includes a session. What’s up with that?**

Review your sponsorship agreement to see if it includes a 30 min session. You can find the date and time of your session on the main program here. If you do not see it on the site, send the title, description, and presenter info to Michael Strack at Michael.Strack@interelgroup.com. Any edits to previously posted sponsor sessions can be sent to Michael as well. Please allow us 2 business days to make updates. We STRONGLY encourage you to send your session info as soon as possible. Having detailed session info in the program will increase the attendance at your session.

- **I want to hold a lunch/reception/gathering/etc. for invited guests during the conference. How do I do that?**

Space is very limited to hold private meetings on Tuesday and Wednesday. If you are interested in holding a meeting on Sunday, March 31, Monday, April 1, or Thursday, April 4 please contact mreinitz@cosn.org with specifications to determine availability. Any room requests sent directly to the hotel will also be sent for approval to conference management. No event or meeting larger than 20 people can be scheduled during primary conference hours: Monday, April 1 from 4:00 pm - 8:30 pm; Tuesday, April 2 from 8:00 am – 9:00 pm; Wednesday, April 3 from 8:00 am – 4:30 pm.

- **What are the hours of @InnovationCentral?**

The Grand Ballroom houses the pods and CoSNCamp. (The general and spotlight session will be 2 floors up in the Plaza Ballroom) Breakout sessions will take place across the foyer from the Grand Ballroom in addition to two other floors. Time dedicated to @InnovationCentral (and requiring a staffed pod) is Monday 3:00 pm – 4:15 pm and 5:45 pm – 7:45 pm during the opening reception; Tuesday from 11:45 am – 1:30 pm and Wednesday from 11:30 am - 1:15 pm. People will be coming and going from the Grand Ballroom, Monday from 12:00 pm – 8:30 pm, and Tuesday from 7:30 am – 5:00 pm, and Wednesday 7:30 am – 5:00 pm. Doors will be locked outside these hours. Though you can



stay at your pod during any of these times we urge you to attend sessions. As a reminder, please do not leave anything valuable unattended at your pod during any time.

- **When can I set up?**
Monday, April 1, from 12:00 pm – 3:00 pm in the Grand Ballroom
- **When can I break down?**
Wednesday, April 3 from 4:30 pm – 5:00 pm
- **What is my pod number?**
Find your company's name and pod number listed [here](#).
- **Can I bring my pop up banner?**
Only if it will fit ON your pod. Banners on the floor around your pod are not permitted due to fire code regulation and you will be asked to remove it.
- **I need another copy of my invoice/receipt.**
Sponsors, contact sponsorship@cosn.org. Exhibitors and registrants, please contact registration@cosn.org or call 202-730-8807.
- **What if I have a question not detailed in this impressive document?**
Please contact sponsorship@cosn.org and we would be happy to help.

Exhibitor Action Checklist

- **February 15, 2019: Submission of logo for signage deadline**
Submit to sponsorship@cosn.org
- **February 26, 2019** Housing Deadline [Hotel reservations](#)
- **January 11, 2019 and March 11, 2019** Exhibitor Staff Registration Deadline (see section 1.4)
- **March 1, 2019:** [Submission of Internet Order and Electrical Order](#) (see section 4 above) deadline
- **March 25, 2019:** Submission of [AV order form](#) deadline
- **April 1, 2019 – See You in Portland, OR!**