



November 2026
Chicago, Illinois



Annual Conference

Sponsor & Exhibitor Prospectus



National Association of State Directors
of
Developmental Disabilities Services



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2026 Directors Forum & Annual Conference

November 2-5

Chicago, Illinois

Directors Forum November 2 | Annual Conference November 3-5

Join NASDDDS for our extended annual conference! Attendees will benefit from two and a half days of innovative content following the directors forum. Presentations feature subject matter experts as they introduce participants to state systems and the professionals leading the charge to bring truly innovative approaches to the field.

NASDDDS will also offer three targeted session tracks on November 4th to concentrate on areas of growth and opportunity in the I/DD field.

On November 5th, attendees will once again have an opportunity to take a deeper dive into key areas within the I/DD field during the intensive sessions. Participants will have the chance to choose between topics of interest to explore in smaller groups with colleagues and subject matter experts. The NASDDDS Directors Forum and Annual Conference will leave you both motivated and prepared to take your work to the next level!

What is NASDDDS Cares?

NASDDDS Cares is the association's commitment to our members and our communities to ensure our events leave a positive impact on our world. It is our constant pursuit of the following ideals:

- Socially conscious activities beyond our field
- Focus on creating green, low impact events
- Recognition that health and wellness are important parts of the experience



2026 Directors Forum & Annual Conference

Directors Forum November 2 | **Annual Conference** November 3, 4, and 5

Location:

Marriott Marquis Chicago

**2121 S Prairie Ave
Chicago, IL 60616**

Important dates:

Date	Event
July 30-August 12	Sponsorship Review Period
August 3	Conference Call For Sessions Opens
August 12	Sponsorship Sign Up Period Per Procedure (3pm ET portal opens)
August 12	Conference Registration and Hotel Room Block Opens
August 22	Conference Call For Sessions Closes
August 27	Session Call-Applicants informed-approximate
November 2 (evening)	Vendor Set-up
November 3-5	Annual Conference

NASDDDS Major Projects



Interested? Questions? Contact Carrie McGraw at cmcgraw@nasddds.org or 443.852.3036 (cell)

The NASDDDS Difference: The Three Pillars of Events

With NASDDDS, you're not just sponsoring an event-you're aligning with a mission, engaging with real decision-makers, and gaining exposure that lasts beyond the conference. NASDDDS works to ensure our sponsors and exhibitors have the opportunity to engage with members within each of these **three pillars of event marketing**.



Brand Exposure: **Sponsorships**

- Premier branding across digital and in-person touchpoints
- High-value sponsorships tied to top-attended sessions
- Extended reach through pre and post-event content access



Brand Education: **Session Proposals**

- Thoughtful agenda development tied to member priorities
- Opportunities for sponsors to align with high-impact content and trusted colleagues



Brand Relationships: **Exhibit and Attend**

- Create a space to interact with decision makers at your booth and using meeting rooms
- Sit with your customers and create real connections at sessions

Top Reasons to Level Up Your Sponsorship

Thinking about sponsoring? Thinking about leveling up your sponsorship? This is the year!!

1. Sponsorships Focused on Relationships

At NASDDDS, we understand the importance of creating relationships with your customers! All of our sponsorship opportunities are aimed at creating connection beyond financial support. From adding special touches like sponsored lanyards worn by all attendees to making our attendees feel taken care of via wellness or elevated complimentary beverage options, **your brand** will be synonymous with both subject matter expertise AND the opportunity for hard working professionals to feel seen and recognized for their efforts!

2. NEW Engagement Opportunities for Upper Level Sponsors

At the NASDDDS Annual Conference, we are offering even greater opportunities to interact directly with our members! Platinum, gold, and silver level sponsors are invited to our Board, Committee Member, and staff lunch on November 3rd for an intimate opportunity to connect with leaders in the field.

3. A Focus on Targeted Marketing

Why sponsor AND exhibit? Our sponsors receive benefits not available to vendors who only exhibit. All sponsors receive a pre-event attendee list. Our higher level sponsors receive at least two pre-event listings. Sponsors at any level receive an invitation to our pre-event webinar highlighting key topic areas to be covered at the conference and providing tips directly from state leaders on approaches to make the best use of your time while targeting potential customers.

November 2

- **Directors Forum-** *8:30 am—5:30 pm CST (approximate)*

The NASDDDS Directors Forum is the only exclusive gathering of state I/DD directors from across the United States. Vendors are not present during this full day of plenary meetings. The only exceptions are the Smoothie Station Sponsor who can staff the lobby area immediately before and during the afternoon break and the directors reception sponsor who may not attend or gather near sessions, but will need to prepare for their event.

- **Directors Forum Reception-** *6:30 pm—8:30 pm CST (approximate)*

Enjoy an evening with Directors Forum attendees networking and unwinding from the day's meetings. The Directors Forum Reception Sponsor is the only vendor in attendance at this event.

- **Vendor Set-up & Check-in-** *6:00 pm-8:00 pm CST*

November 3-4

- **Breakfast and Vendors Open-** *7:30 am-8:30 am CST*

- **Annual Conference-** *8:30 am-5:30 pm CST (approximate)*

- **Board and Committee Lunch (November 3)**

- **NASDDDS Networking Challenge (November 3)- Daytime**

- **Conference Reception (November 3)-** *5:30 pm-7:00 pm CST (approximate)*

- **NASDDDS Taste of Chicago (November 4)- Evening**

November 5

- **Breakfast and Vendors Open-** *7:30 am-8:30 am CST*

- **Conference Intensives-** *8:30 am—12:30 pm CST (approximate)*

Exhibitors break down after intensive sessions conclude. There is one morning break this day.

In-Person Exhibitor Space: \$5,500 (basic); \$6,000 (standard); and \$6,500 (premium)

Each booth area is 10 x 6 ft. and includes one 6 ft. table, electric, and two chairs. Ceilings are 10 feet high with the exception of premium booths (20 foot ceilings). Premium booths offer locations closer to the registration table. All table décor to be provided by the exhibitor. Exhibit hours are during annual conference program and event hours November 3-5th. Set-up is scheduled November 2nd at 6:00-8:00 pm CST and breakdown is November 5th at 1:00 pm CST. Booths are not included with sponsorships, but sponsors receive first choice of booth locations.

1. LeadCapture *(additional charge)*

NASDDDS conferences now feature Cvent LeadCapture! LeadCapture allows exhibitors to easily scan, qualify, and rate the leads they engage with at our event. No more jotting notes on the back of business cards or manually entering in contact information when you get back to the office!

- Easily demonstrate your event ROI
- Digitally capture and qualify leads on the show floor
- Add custom questions for better sales qualification
- Export leads on-demand to any database
- Protect data privacy

2. Booth Gamification

NASDDDS knows our members! And we created incentives for our conference attendees to increase traffic at YOUR exhibit booth! Participants will be incentivized to visit every booth; follow your socials; and, set up a meeting with your staff.

3. Less SWAG, Less waste, Less money!

At the NASDDDS annual conference, we are asking exhibitors to bring only one SWAG item to give away per booth. A focus on sustainable and environmentally friendly SWAG is highly encouraged. Let's rethink our approach and save money doing it! We will not offer welcome SWAG bags this year.

4. Focused results!

The NASDDDS Directors Forum and conference is the **only event targeted** at top state leaders in the I/DD field nationally! Over 90% of our state attendees identify as a decision maker for their system.

5. Designated exhibit hall hours and extended breaks!

Our agenda will feature longer breaks to ensure attendees have ample time to interact with exhibitors.

In-Person Exhibitor Space: \$5,500 (basic); \$6,000 (standard); and \$6,500 (premium)

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Level	Sponsorship	Cost	Complimentary Conference Registrations	Provide Short Welcome to Conference on Primary Day	Invitation to NASDDDS Board & Committee Lunch	Meeting Room Access	Two Pre-Conference Attendee Lists	Video Commercial	Invitation to Pre-conference Policy Summary & Member Insight Webinar	Pre-Conference Attendee List	Logo on All Conference Digital & Print Materials	Logo & Booth Number on Between Session Media Scroll
Platinum Level	Presenting Sponsor	\$25,000	6	★	★	★	★	★	★	★	★	★
	Directors Reception Sponsor	\$30,000	6		★	★	★	★	★	★	★	★
	Bar & Beverage Sponsor	\$19,000	4		★	★	★	★	★	★	★	★
	Breakout Sessions Sponsor	\$19,000	4		★	★	★	★	★	★	★	★
Gold Level	Directors Lounge Sponsor	\$15,000	3		★		★	★	★	★	★	★
	NEW! Taste of Chicago Sponsors	\$15,000	3		★		★		★	★	★	★
	NASDDDS Cares Booth Sponsor	\$10,000	3		★		★		★	★	★	★
	Forum Smoothie Station Sponsor	\$10,000	3		★		★		★	★	★	★

Level	Sponsorship	Cost	Complimentary Conference Registrations	Provide Short Welcome to Conference on Primary Day	Invitation to NASDDDS Board & Committee Lunch	Meeting Room Access	Two Pre-Conference Attendee Lists	Video Commercial	Invitation to Pre-conference Policy Summary & Member Insight Webinar	Pre-Conference Attendee List	Logo on All Conference Digital & Print Materials	Logo & Booth Number on Between Session Media Scroll
Gold Level	New! Chicago Transport Sponsor	\$10,000	3		★		★		★	★	★	★
	New! State Innovation Showcase Sponsor	\$10,000	3		★		★		★	★	★	★
	New! Conference Content and Learning Library	\$10,000	3		★		★		★	★	★	★
	New! Lunch and Learn Sponsor	\$10,000	3		★		★		★	★	★	★
	Keycard Sponsor	\$10,000	3		★		★		★	★	★	★
	Keynote Sponsor	\$10,000	3		★		★	★	★	★	★	★

Level	Sponsorship	Cost	Complimentary Conference Registrations	Provide Short Welcome to Conference on Primary Day	Invitation to NASDDDS Board & Committee Lunch	Meeting Room Access	Two Pre-Conference Attendee Lists	Video Commercial	Invitation to Pre-conference Policy Summary & Member Insight Webinar	Pre-Conference Attendee List	Logo on All Conference Digital & Print Materials	Logo & Booth Number on Between Session Media Scroll
Silver Level	Networking Challenge Sponsor	\$9,000	2		★				★	★	★	★
	Digital Kiosk Sponsor	\$7,000	2		★				★	★	★	★
	Professional Headshot Sponsor	\$7,000	2		★				★	★	★	★
	Registration Desk Sponsor	\$7,000	2		★				★	★	★	★
	Conference Lanyard Sponsor	\$6,500	2		★				★	★	★	★
	Introvert's Dream Sponsor	\$6,000	2		★				★	★	★	★
	Health & Wellness Sponsor	\$5,500	2		★				★	★	★	★
	Breakfast Sponsor	\$5,000	2		★			★	★	★	★	★

Level	Sponsorship	Cost	Complimentary Conference Registrations	Provide Short Welcome to Conference on Primary Day	Invitation to NASDDDS Board & Committee Lunch	Meeting Room Access	Two Pre-Conference Attendee Lists	Video Commercial	Invitation to Pre-conference Policy Summary & Member Insight Webinar	Pre-Conference Attendee List	Logo on All Conference Digital & Print Materials	Logo & Booth Number on Between Session Media Scroll
Bronze Level	WiFi Sponsor	\$4,500	1						★	★	★	★
	Website & Program Sponsor	\$4,500	1						★	★	★	★
	New! Conference Daily Brief Sponsor	\$4,500	1						★	★	★	★
	Attendee Charging Hub Sponsor	\$4,500	1						★	★	★	★
	New! Luggage Storage and Departure Day Sponsor	\$4,500	1						★	★	★	★
	Conference Photo and Highlights Sponsor	\$4,500	1						★	★	★	★
	NASDDDS After Hours Sponsor	\$4,500	1						★	★	★	★

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Bronze Level	Accessibility Sponsor	\$4,500	1						★	★	★	★
	Notebook Sponsor	\$4,500	1						★	★	★	★
	Energizing Break Sponsor	\$4,000	1						★	★	★	★
	General Sponsor	\$3,500	1							★	★	★

Sold Separately!

In-Person Exhibitor Space: \$5,500 (basic); \$6,000 (standard); and \$6,500 (premium)

Each booth area is 10 x 6 ft. and includes one 6 ft. table, electric, and two chairs. Ceilings are 10 feet high with the exception of premium booths (20 foot ceilings). Premium booths offer locations closer to the registration table. All table décor to be provided by the exhibitor. Exhibit hours are during annual conference program and event hours November 3-5th. Set-up is scheduled November 2nd at 6:00-8:00 pm CST and breakdown is November 5th at 1:00 pm CST. Booths are not included with sponsorships, but sponsors receive first choice of booth locations.



Interested? Questions? Contact Carrie McGraw at cmcgraw@nasddds.org or 443.852.3036 (cell)

Target your marketing directly to professionals with decision-making power throughout the United States! Most sponsor packages include complimentary conference registrations (see details for number with each package). **Exhibit booths are additional.**

Presenting Sponsor: \$25,000 *(only one available)*

As the exclusive Presenting Sponsor, your brand will take center stage--prominently showcased across every digital and in-person touchpoint of the conference. This premium position offers a powerful and unparalleled opportunity to engage directly with attendees, spark meaningful conversations, and drive actionable results throughout the entire event experience.

This sponsor will enjoy the following benefits:

- Provide short welcome to conference attendees on primary day (five minutes)
- Top placement of company name with conference title on all conference materials digital and print including direct email and social media
- Branded gift for all state I/DD directors at start of conference
- Marquis placement of logo on slide deck preceding all sessions
- Premiere of promotional video (up to 30 seconds) at the start of the conference
- Top marquis placement of logo and link on the conference website
- First choice of exhibit booth placement *(booths are not included and must be purchased separately)*
- Invitation to NASDDDS Board & Committee Member Lunch for up to six attendees
- Access to shared meeting room on site for sponsor's use
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- Two pre-conference attendee lists
- Six (6) complimentary conference registrations (does not include Directors Forum)

Directors Reception Sponsor: \$30,000 *(only one available)*

This platinum sponsorship offers the exclusive opportunity to host a high-profile reception immediately following the Directors Forum on November 2 at **Skydeck Chicago** in the iconic Willis Tower. From the 99th floor, guests will enjoy panoramic views of the Chicago skyline and, on a clear day, as many as four states. The evening will feature live jazz, Chicago-themed food stations, and exclusive access to The Ledge, the glass balconies extending nearly four feet outside the building and 1,353 feet above downtown Chicago. Each attendee will receive a souvenir photo, available for pickup at the sponsor's exhibit booth the following conference day. Sponsoring this signature event provides a rare opportunity to host a high profile and buzz worthy signature event as the exclusive sponsor. This sponsor will have the full evening to connect with influential state I/DD leaders while creating an unforgettable Chicago experience.

The sponsor will enjoy the following benefits:

- Logo will be displayed throughout the evening's event
- Up to four staff may attend the reception *(there will not be other vendors welcome at this event)*
- Logo will be displayed on all conference digital and print media including the conference program, app, website, and social media
- Invitation to NASDDDS Board & Committee Member Lunch for up to four attendees
- Premiere of promotional video (up to 30 seconds) at the conference
- Access to shared meeting room on site for sponsor's use
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- Two pre-conference attendee lists
- Six (6) complimentary conference registrations (does not include Directors Forum)

**Note: This reception occurs during vendor booth set up.*



Bar & Beverage Sponsor: \$19,000 (only one available)

Raise a glass to meaningful connections! As our exclusive Bar & Beverage Sponsor, your brand will be front and center during the most social moments of the conference. From breaks to networking receptions, you'll be featured prominently across bar signage, branded napkins, and digital event materials. It's the perfect opportunity to align your brand with hospitality, connection, and elevated experiences. *Excludes Directors Reception.*

The sponsor will enjoy the following benefits:

- Beverage stations during breaks, lunch, and the conference reception will be heavily branded including logo napkins
- Elevated beverage offerings will be available during conference sessions to include energy drinks, sparkling water, coconut water, iced coffee, and more!
- Sponsor will receive 300 drink tickets to distribute from your booth during the conference reception
- Logo will be displayed on all conference digital and print media including the conference program, app, website, and social media
- Premiere of promotional video (up to 30 seconds) at the conference
- Invitation to NASDDDS Board & Committee Member Lunch for up to four attendees
- Access to shared meeting room on site for sponsor's use
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- Two pre-conference attendee lists
- Four (4) complimentary conference registrations (does not include Directors Forum)

Breakout Sessions Sponsor: \$19,000 (only one available)

NASDDDS will host breakout sessions on November 4th to allow for leaders to gain specific knowledge in areas impacting the field. This sponsor will help plan and host a short content oriented 20 minute session as part of the day's rotation. NASDDDS will assist in identifying a state representative to co plan this session.

This sponsor will enjoy the following benefits:

- Sponsor will assist in planning short informal 20 minute session focused on theory or practice not product-must include state representative
- Logo will be displayed on all conference digital & print media including the conference program, app, website, & social media
- Premiere of promotional video (up to 30 seconds) at the conference
- Invitation to NASDDDS Board & Committee Member Lunch for up to four attendees
- Access to shared meeting room on site for sponsor's use
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- Two pre-conference attendee lists
- Four (4) complimentary conference registrations (does not include Directors Forum)

Directors Lounge Sponsor: \$15,000 (only one available)

A NASDDDS Signature Experience! Position your brand at the center of connection and comfort. As the exclusive sponsor of the Directors Lounge, you'll host a premium space where state directors and top-level decision-makers can recharge, connect, and collaborate during the NASDDDS Conference on November 3-4. This is more than just a lounge—it's your brand's opportunity to engage directly with influential leaders in a relaxed, high-visibility setting designed for relationship-building and meaningful impressions.

This sponsor will enjoy the following benefits:

- Ability to fully brand the lounge with materials and signage supplied by sponsor (as approved by NASDDDS)
- NASDDDS will hold a minimum of three meetings in this space to increase traffic
- The lounge will feature light snacks along with coffee throughout the event
- Charging cords and work space allow professionals a dedicated area to attend to needs back home.
- Logo will be displayed on all conference digital & print media including the conference program, app, website, & social media
- Premiere of promotional video (up to 30 seconds) at the conference
- Invitation to NASDDDS Board & Committee Member Lunch for up to three attendees
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- Two pre-conference attendee lists
- Three (3) complimentary conference registrations (does not include Directors Forum)

NEW! Taste of Chicago Sponsors: \$15,000 each (*three available*)

Put your organization at the heart of an unforgettable Chicago experience. Three separate exclusive sponsorship opportunities are available, each offering the chance to host a distinctive networking event that brings state leaders, industry partners, and conference attendees together in a memorable setting beyond the traditional conference environment. Each exclusive sponsor will gain valuable visibility and a unique opportunity to build relationships, exchange ideas, and engage directly with attendees in a relaxed and energizing atmosphere. Participation is complimentary for state staff, while nonmembers will be charged admission unless their organization is sponsoring the event. These sponsorships offer a powerful way to demonstrate your organization's commitment to collaboration, innovation, and stronger partnerships across the I/DD community.

This sponsor will enjoy the following benefits:

- Evening activity on November 4th will be heavily branded by sponsor
- Logo will be displayed on all conference digital & print media including the conference program, app, website, & social media
- Invitation to NASDDDS Board & Committee Member Lunch for up to four attendees
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- Two pre-conference attendee lists
- Four (4) complimentary tickets to the sponsored evening event for sponsor staff
- Up to five (5) tickets reserved for targeted state staff *invitations and securing attendance is responsibility of sponsor for these five tickets*
- Three (3) conference registrations (does not include Directors Forum)

Choose one activity for November 4th. OR sponsor all three! They are \$15,000 each. The activities will run concurrently and have limited capacity. Although attendance by specific state staff members cannot be guaranteed, each host sponsor may reserve up to five tickets for targeted attendees. Round-trip transportation from the conference venue and a meal are included. The Chicago history and intrigue tour will include a boxed snack in place of a full meal.

1. Flavors of Chicago: A Culinary Tour Inspired by "The Bear" (5:30-9:15 pm)

Experience Chicago's legendary food scene through the lens of the Emmy Award-winning hit series *The Bear*! This delicious adventure takes attendees to several restaurants featured in the show, including the iconic Italian beef shop that inspired its original story. Along the way, enjoy an unforgettable lineup of Chicago favorites—from pastries, pizza, and Italian beef to noodles and a decadent hot fudge sundae finale. Between bites, attendees will have plenty of opportunities to relax, connect, and network with fellow conference participants while exploring the neighborhoods, flavors, and culture that make Chicago such an extraordinary culinary destination. Come hungry, bring your fellow food fans, and prepare to end the tour with one enthusiastic response: "YES, CHEF!" *Up to 24 attendees.*

2. Chicago Skyline & Architecture Dinner Cruise (5:30-9:15 pm)

See Chicago from an unforgettable new perspective aboard the *Odyssey Chicago River*, a sleek, glass-enclosed vessel cruising through the heart of the city. As you glide along the Chicago River, enjoy spectacular, up-close views of Chicago's world-famous architecture in a stylish, climate-controlled setting. This elevated experience combines chef-prepared cuisine, attentive service, live music from a DJ, and breathtaking skyline views. Floor-to-ceiling windows provide panoramic scenery throughout the cruise, while the outdoor observation decks offer the perfect place to take photos, enjoy the fresh air, and admire the city from the water. More than a sightseeing and dining experience, the cruise offers a relaxed and lively setting to connect, network, and build relationships with fellow conference attendees. With exceptional food, entertainment, conversation, and distinctly Chicago views, this memorable outing is the perfect way to experience the city together. *Up to 40 attendees.*

3. Chicago History & Intrigue Tour: Prohibition, Politics, and the City's Underworld (5:30-8:00 pm)

Step into the shadows of Chicago's notorious past on a thrilling true-crime and gangster tour. Travel in comfort to and from the venue hotel aboard a climate-controlled bus as you visit historic crime scenes connected to infamous figures such as Al Capone, John Dillinger, The Untouchables, and H.H. Holmes. Along the way, explore legendary Chicago landmarks, including the Biograph Theater, Holy Name Cathedral, the Cook County Courthouse, and Harry Caray's Steakhouse, home to its own mini mob museum. Watch rare archival footage, put your knowledge to the test with a lively crime quiz, and take home a souvenir pamphlet. This unforgettable experience also offers a fun and relaxed opportunity to network, connect, and share the adventure with fellow conference attendees. Packed with scandal, suspense, fascinating history, and great company, this tour is a must for true-crime fans and curious travelers alike. *Up to 50 attendees.*

NASDDDS Cares Booth Sponsor: \$10,000 (only one available)

At NASDDDS, we encourage both awareness and action on behalf of the social issues which concern all of us beyond our work in the I/DD field. During meals, breaks, or the reception on November 3rd & 4th attendees will be encouraged to visit the NASDDDS Cares Booth to complete a short service project impacting a variety of charitable causes across the United States.

This sponsor will enjoy the following benefits:

- Lightly brand the NASDDDS Cares Booth which will be located inside the plenary conference space on November 3rd & 4th
- Logo will be displayed on all conference digital & print media including the conference program, app, website, & social media
- Invitation to NASDDDS Board & Committee Member Lunch for up to three attendees
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- Two pre-conference attendee lists
- Three (3) complimentary conference registrations (does not include Directors Forum)

Forum Smoothie Station Sponsor: \$10,000 (only one available)

A favorite of attendees! In line with NASDDDS' wellness initiative, this sponsorship offers the opportunity to host a special healthy snack station during the Directors Forum on the afternoon of November 2nd. No other vendors will be present at this time.

This sponsor will enjoy the following benefits:

- Station will be heavily branded to include logo cups to be supplied by sponsor at additional charge, if desired
- Up to four sponsor staff may tend to the station during designated hours only
- Opportunity to show a branded video during this break -no sound
- Logo will be displayed on all conference digital & print media including the conference program, app, website, & social media
- Invitation to NASDDDS Board & Committee Member Lunch for up to three attendees
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- Two pre-conference attendee lists
- Three (3) complimentary conference registrations (does not include Directors Forum)

Chicago Transport Sponsor: \$10,000 (only one available)

Help attendees experience Chicago with ease! This exclusive sponsorship supports round-trip transportation between the conference venue and NASDDDS' featured off-site activities and networking experiences. Your organization will receive prominent visibility as attendees travel to and from some of the conference's most memorable events.

This sponsor will enjoy the following benefits:

- Exclusive recognition as the Chicago Transportation Sponsor
- Logo displayed on transportation signage at designated departure and arrival locations
- Opportunity to provide sponsor-branded signage or approved materials on conference transportation
- Sponsor recognition in transportation schedules, attendee communications, and mobile app notifications
- Up to four sponsor representatives may greet attendees at designated departure times
- Logo displayed on all conference digital and print media, including the conference program, app, website, and social media
- Invitation to the NASDDDS Board and Committee Member Lunch for up to three attendees
- Invitation to the Pre-Conference Policy Summary and Member Insight Webinar
- Two pre-conference attendee lists
- Three (3) complimentary conference registrations (does not include the Directors Forum)



Interested? Questions? Contact Carrie McGraw at
cmcgraw@nasddds.org or 443.852.3036 (cell)

New! State Innovation Showcase Sponsor: \$10,000 *(only one available)*

Put your organization at the center of innovation across state I/DD systems. This exclusive sponsorship offers the opportunity to support the State Innovation Showcase, a two-hour event on November 4 highlighting promising practices, creative solutions, and emerging approaches from states across the country. The showcase will provide a dynamic setting for attendees to explore new ideas, engage with state leaders, and learn from initiatives that are strengthening services and supports for people with I/DD.

This sponsor will enjoy the following benefits:

- Exclusive recognition as the State Innovation Showcase Sponsor
- Opportunity to provide approved branded signage or materials during the showcase
- Opportunity to show a branded video during the showcase
- Logo displayed on all conference digital and print media, including the conference program, app, website, and social media
- Invitation to the NASDDDS Board and Committee Member Lunch for up to three attendees
- Invitation to the Pre-Conference Policy Summary and Member Insight Webinar
- Two pre-conference attendee lists
- Three (3) complimentary conference registrations (does not include the Directors Forum)

New! Conference Content and Learning Library Sponsor: \$10,000 *(only one available)*

Extend the impact of the conference long after attendees return home. This exclusive sponsorship supports the Conference Content and Learning Library, an online post-conference resource featuring session materials, presentations, recordings, and other educational content from the event. The library will provide attendees with continued access to valuable information, practical tools, and key insights they can revisit and share with colleagues throughout the year.

This sponsor will enjoy the following benefits:

- Exclusive recognition as the Conference Content and Learning Library Sponsor
- Prominent logo placement on the online learning library landing page
- Sponsor recognition in post-conference communications promoting the library
- Opportunity to include an approved sponsor message or branded introductory video within the library
- Logo displayed on all conference digital and print media, including the conference program, app, website, and social media
- Invitation to the NASDDDS Board and Committee Member Lunch for up to three attendees
- Invitation to the Pre-Conference Policy Summary and Member Insight Webinar
- Two pre-conference attendee lists
- Three (3) complimentary conference registrations (does not include the Directors Forum)

New! Lunch and Learn Sponsor: \$10,000 *(only one available)*

Support two dedicated learning and networking experiences focused on leadership in state I/DD systems. This exclusive sponsorship provides the opportunity to host two featured Lunch and Learns addressing the challenges, opportunities, and skills that matter most to today's state leaders. The sessions will bring attendees together for practical insights, meaningful discussion, and peer connection in an engaging setting over lunch.

This sponsor will enjoy the following benefits:

- Exclusive recognition as the Leadership Lunch and Learn Sponsor
- Prominent logo placement throughout the Lunch and Learn space
- Opportunity to provide approved branded materials at attendee seats
- Recognition in Lunch and Learn communications and conference app notifications
- Logo displayed on all conference digital and print media, including the conference program, app, website, and social media
- Invitation to the NASDDDS Board and Committee Member Lunch for up to three attendees
- Invitation to the Pre-Conference Policy Summary and Member Insight Webinar
- Two pre-conference attendee lists
- Three complimentary conference registrations, not including the Directors Forum

Keycard Sponsor: \$10,000 (only one available)

Make a lasting first impression—literally at check-in. As the exclusive Hotel Key Card Sponsor, your brand will be the first thing attendees see when they arrive and the one item they keep with them throughout their stay. Your custom-designed logo or message will appear on the hotel room key cards provided to all attendees staying at the official conference hotel. With multiple daily impressions, this sponsorship offers powerful visibility in a subtle yet effective format that reaches attendees morning, noon, and night.

This sponsor will enjoy the following benefits:

- Logo on all keycards in room block
- Logo will be displayed on all conference digital & print media including the conference program, app, website, & social media
- Invitation to NASDDDS Board & Committee Member Lunch for up to two attendees
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- Two pre-conference attendee lists
- Three (3) complimentary conference registrations (does not include Directors Forum)

Keynote Sponsor: \$10,000 (only one available)

Position your organization at the forefront of the NASDDDS conference by sponsoring the Keynote Session, featuring Netflix star Connor Tomlinson as this year's keynote speaker. As the exclusive Keynote Session Sponsor, your brand will receive top-tier exposure during the most anticipated and widely attended event of the program. This is a distinctive opportunity to align your organization with an inspiring, high-profile speaker while gaining meaningful visibility with the conference's largest in-person audience.



This sponsor will enjoy the following benefits:

- Marquis logo placement on keynote presentation
- Opportunity to submit your own promotional video (up to 30 seconds) to premiere prior to the keynote presentation
- Logo will be displayed on all conference digital & print media including the conference program, app, website, & social media
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- Two pre-conference attendee lists
- Three (3) complimentary conference registrations (does not include Directors Forum)

Networking Challenge Sponsor: \$9,000 (only one available)

Position your organization as a leader in fostering connection and collaboration by sponsoring the Networking Challenge—a facilitated team-building event taking place on November 3rd. This optional conference activity is designed to create a dynamic and interactive environment where attendees can engage in meaningful networking through thoughtfully designed group challenges. As the exclusive sponsor, your brand will be prominently featured throughout the experience, aligning your organization with innovation, engagement, and professional connection.

This sponsor will enjoy the following benefits:

- Logo displayed heavily during event
- Logo will be displayed on all conference digital & print media including the conference program, app, website, & social media
- Invitation to NASDDDS Board & Committee Member Lunch for up to two attendees
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- One pre-conference attendee list
- Two (2) complimentary conference registrations (does not include Directors Forum)

In-Person Exhibitor Space: \$5,500 (basic); \$6,000 (standard); and \$6,500 (premium)

Each booth area is 10 x 6 ft. and includes one 6 ft. table, electric, and two chairs. Ceilings are 10 feet high with the exception of premium booths (20 foot ceilings). Premium booths offer locations closer to the registration table. All table décor to be provided by the exhibitor. Exhibit hours are during annual conference program and event hours November 3-5th. Set-up is scheduled November 2nd at 6:00-8:00 pm CST and breakdown is November 5th at 1:00 pm CST. Booths are not included with sponsorships, but sponsors receive first choice of booth locations.

Digital Kiosk Sponsor: \$7,000 *(only one available)*

Enhance the attendee experience while showcasing your brand in a high-visibility, high-traffic location. As the exclusive Digital Kiosk Sponsor, your organization will be prominently featured on a sleek, interactive touchscreen located in the main event foyer — serving as a central hub for real-time conference information. Attendees will rely on the kiosk throughout the event to view the daily agenda, access venue maps, explore social media highlights, and more. With your branding integrated into this key tool, your organization will be top of mind every time someone engages with the platform.

This sponsor will enjoy the following benefits:

- Logo on kiosk digitally and print
- Logo will be displayed on all conference digital & print media including the conference program, app, website, & social media
- Invitation to NASDDDS Board & Committee Member Lunch for up to two attendees
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- One pre-conference attendee list
- Two (2) complimentary conference registrations (does not include Directors Forum)

Professional Headshot Sponsor: \$7,000 *(only one available)*

Help attendees put their best face forward—while putting your brand front and center. As the Professional Headshot Sponsor, you'll support one of the most valued attendee experiences: complimentary, high-quality professional headshots taken by an experienced photographer during the conference. This popular activation draws steady traffic and leaves attendees with a lasting impression—along with a branded reminder of your support when they receive their polished photos post-event.

This sponsor will enjoy the following benefits:

- Logo/name heavily displayed in headshot photo area
- Pre and post event information sent to attendees will show sponsor information
- Logo will be displayed on all conference digital & print media including the conference program, app, website, & social media
- Invitation to NASDDDS Board & Committee Member Lunch for up to two attendees
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- One pre-conference attendee list
- Two (2) complimentary conference registrations (does not include Directors Forum)

Registration Desk Sponsor: \$7,000 *(only one available)*

Welcome every attendee from the moment they arrive! As the Registration Desk Sponsor, your organization will be front and center at the heart of the conference experience. The registration area is the first stop for all participants, making it a high-traffic hub for engagement and visibility. Your brand will be prominently displayed on signage, registration counters, and on our registration kiosk wrap, ensuring maximum exposure. Position your organization as a trusted partner and leader in the field by being the first name attendees see and remember. This is a can't-miss opportunity to showcase your commitment to innovation, collaboration, and excellence in the IDD community.

This sponsor will enjoy the following benefits:

- Logo with presenting sponsor on registration kiosk wrap
- Signage at registration desk throughout event
- Logo will be displayed on all conference digital & print media including the conference program, app, website, & social media
- Invitation to NASDDDS Board & Committee Member Lunch for up to two attendees
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- One pre-conference attendee list
- Two (2) complimentary conference registrations (does not include Directors Forum)



Conference Lanyard Sponsor: \$6,500 (only one available)

This sponsorship offers the opportunity to have your logo and/or business name on all lanyards worn by in-person conference attendees during the event.

This sponsor will enjoy the following benefits:

- Logo/name on all conference lanyards worn by attendees
- Logo will be displayed on all conference digital & print media including the conference program, app, website, & social media
- Invitation to NASDDDS Board & Committee Member Lunch for up to two attendees
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- One pre-conference attendee list
- Two (2) complimentary conference registrations (does not include Directors Forum)

Introvert's Dream Sponsor: \$6,000 (only one available)

Sometimes a long day of networking, learning, and shared experiences can leave anyone's social battery a bit drained. It can be such a luxury to decompress in your comfortable hotel room with a late night snack. This sponsor will provide the option for all state I/DD directors or designees staying at the event venue to order one late night dessert or snack from room service on them!

This sponsor will enjoy the following benefits:

- Branded coupons to claim the room service credit during designated days and hours
- Cost will include 20% gratuity for hotel staff
- Logo will be displayed on all conference digital and print media including the conference program, app, website, and social media
- One pre-conference attendee list
- Two (2) complimentary conference registrations (does not include Directors Forum)

NASDDDS Health and Wellness Sponsor: \$5,500 (only one available)

It is always important to pay attention to self care, but even more so when traveling! Free of charge to attendees, each conference registrant will be given the option to sign up for the NASDDDS health and wellness program.

This sponsor will enjoy the following benefits:

- Regular branded emails with health and travel tips sent to conference attendees leading up to the event
- On arrival, self selected attendees will pick up a sponsor-branded reusable water bottle
- Logo placement on all conference digital and print media including the conference program, app, website, and social media
- One pre-conference attendee list
- Two (2) complimentary conference registration (does not include Directors Forum)

Breakfast Sponsor: \$5,000 (only three available)

This sponsor will have the opportunity to host breakfast during November 3rd, 4th, or 5th during the conference.

This sponsor will enjoy the following benefits:

- Logo displayed heavily during breakfast hours
- Premiere a promotional video in the conference room during this designated time
- Logo will be displayed on all conference digital & print media including the conference program, app, website, & social media
- Invitation to NASDDDS Board & Committee Member Lunch for up to two attendees
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- One pre-conference attendee list
- Two (2) complimentary conference registrations (does not include Directors Forum)

PACKAGE DEAL! —Host breakfast on November 3rd AND 4th for \$8,000! A savings of \$2,000! Select Breakfast PLUS! Four complimentary conference registrations are included with this option.

WiFi Sponsor: \$4,500 (only one available)

This sponsorship offers the opportunity to have your logo and business name on information for accessing the complimentary conference WiFi. A key feature of a successful conference experience!

This sponsor will enjoy the following benefits:

- Organization name used in wifi name or password
- Logo will be displayed on all conference digital & print media including the conference program, app, website, & social media
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- One pre-conference attendee list
- One (1) complimentary conference registration (does not include Directors Forum)

Website and Program Sponsor: \$4,500 (only one available)

This sponsor will have their logo prominently displayed on the conference website and app which will serve as landing pages and repositories of all conference information and resources.

This sponsor will enjoy the following benefits:

- Marquis display of logo on conference website and app
- Logo will be displayed on all conference digital & print media including the conference program, app, website, & social media
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- One pre-conference attendee list
- One (1) complimentary conference registration (does not include Directors Forum)

New! Conference Daily Brief Sponsor: \$4,500 (only one available)

Help attendees start each day informed and prepared by sponsoring the Conference Daily Brief. This concise digital communication will highlight the day's schedule, important reminders, featured sessions, room locations, and other timely conference information.

This sponsor will enjoy the following benefits:

- Logo will be prominently displayed on each Conference Daily Brief
- Sponsor recognition will appear in conference emails or app notifications promoting the daily update
- Logo will be displayed on all conference digital and print media, including the conference program, app, website, and social media
- Invitation to the Pre-conference Policy Summary & Member Insight Webinar
- One pre-conference attendee list
- One (1) complimentary conference registration (*does not include Directors Forum*)

Attendee Charging Hub Sponsor: \$4,500 (only one available)

Keep attendees connected and productive throughout the conference by sponsoring a convenient charging hub. Located in a high-traffic conference area, the hub will provide attendees with a comfortable place to recharge their phones and other electronic devices.

This sponsor will enjoy the following benefits:

- Logo will be prominently displayed throughout the charging hub
- Opportunity to provide approved branded signage or materials within the charging area
- Logo will be displayed on all conference digital and print media, including the conference program, app, website, and social media
- Invitation to the Pre-conference Policy Summary & Member Insight Webinar
- One pre-conference attendee list
- One (1) complimentary conference registration (*does not include Directors Forum*)

In-Person Exhibitor Space: \$5,500 (basic); \$6,000 (standard); and \$6,500 (premium)

Each booth area is 10 x 6 ft. and includes one 6 ft. table, electric, and two chairs. Ceilings are 10 feet high with the exception of premium booths (20 foot ceilings). Premium booths offer locations closer to the registration table. All table décor to be provided by the exhibitor. Exhibit hours are during annual conference program and event hours November 3-5th. Set-up is scheduled November 2nd at 6:00-8:00 pm CST and breakdown is November 5th at 1:00 pm CST. Booths are not included with sponsorships, but sponsors receive first choice of booth locations.

New! Luggage Storage and Departure Day Sponsor: \$4,500 (only one available)

Make the final day of the conference easier for attendees by sponsoring complimentary luggage storage and departure-day assistance. This service will allow attendees to participate fully in conference programming after checking out of the hotel.

This sponsor will enjoy the following benefits:

- Logo will be prominently displayed at the luggage storage area
- Sponsor recognition will appear in departure-day communications and conference reminders
- Logo will be displayed on all conference digital and print media, including the conference program, app, website, and social media
- Invitation to the Pre-conference Policy Summary & Member Insight Webinar
- One pre-conference attendee list
- One (1) complimentary conference registration (*does not include Directors Forum*)

Conference Photo and Highlights Sponsor: \$4,500 (only one available)

Help capture and share the energy of the NASDDDS Annual Conference by sponsoring conference photography and post-event highlights. Professional photographs will document key sessions, networking opportunities, and memorable moments throughout the event.

This sponsor will enjoy the following benefits:

- Sponsor recognition will appear on the post-conference photo gallery and conference highlights communications
- Logo will be included on select social media posts sharing conference photographs
- Logo will be displayed on all conference digital and print media, including the conference program, app, website, and social media
- Invitation to the Pre-conference Policy Summary & Member Insight Webinar
- One pre-conference attendee list
- One (1) complimentary conference registration (*does not include Directors Forum*)

NASDDDS After Hours Sponsor: \$4,500 (only one available)

After a full day of learning and networking, attendees will receive a special invitation to continue connecting during NASDDDS After Hours on November 3rd. This informal evening gathering will offer a relaxed opportunity for conference attendees to socialize and build relationships outside of the formal program. Cost to attend the after hours event will be incurred by attendees.

This sponsor will enjoy the following benefits:

- Sponsor recognition will appear on invitations and communications promoting the event
- Opportunity for sponsor representatives to attend and welcome participants during the gathering
- Logo will be displayed on all conference digital and print media, including the conference program, app, website, and social media
- Invitation to the Pre-conference Policy Summary & Member Insight Webinar
- One pre-conference attendee list
- One (1) complimentary conference registration (*does not include Directors Forum*)



Interested? Questions? Contact Carrie McGraw at
cmcgraw@nasddds.org or 443.852.3036 (cell)

Accessibility Sponsor: \$4,500 (only one available)

Championing inclusivity and equal access for all attendees, this sponsor's commitment ensures that every participant—regardless of ability—can fully engage, contribute, and thrive in every session and experience. This sponsor is aligning their brand with the core mission of the association and our members with this important sponsorship.

This sponsor will enjoy the following benefits:

- Marquis logo placement on all accessibility services
- Logo will be displayed on all conference digital & print media including the conference program, app, website, & social media
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- One pre-conference attendee list
- One (1) complimentary conference registration (does not include Directors Forum)

Notebook Sponsor: \$4,500 (only one available)

This sponsor enjoys their logo placement on complimentary notebooks set out for all state directors the day of the forum. A special touch that makes the day more productive for all!

This sponsor will enjoy the following benefits:

- Logo will be displayed on notebooks during Directors Forum
- Logo will be displayed on all conference digital & print media including the conference program, app, website, & social media
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- One pre-conference attendee list (late October)
- One (1) complimentary conference registration (does not include Directors Forum)

Energizing Break Sponsor: \$4,000 (only four available)

This sponsor will have the opportunity to host a coffee and snack break on November 3rd, 4th (morning or afternoon), OR 5th (morning) during the conference.

This sponsor will enjoy the following benefits:

- Logo will be displayed heavily during the break
- Logo will be displayed on all conference digital & print media including the conference program, app, website, & social media
- Invitation to Pre-conference Policy Summary & Member Insight Webinar
- One pre-conference attendee list
- One (1) complimentary conference registration (does not include Directors Forum)

General Conference Sponsor: \$3,500

This sponsor will enjoy the following benefits:

- Logo will be displayed on all conference digital & print media including the conference program, app, website, & social media
- One pre-conference attendee list
- One (1) complimentary conference registration (does not include Directors Forum)

In-Person Exhibitor Space: \$5,500 (basic); \$6,000 (standard); and \$6,500 (premium)

Each booth area is 10 x 6 ft. and includes one 6 ft. table, electric, and two chairs. Ceilings are 10 feet high with the exception of premium booths (20 foot ceilings). Premium booths offer locations closer to the registration table. All table décor to be provided by the exhibitor. Exhibit hours are during annual conference program and event hours November 3-5th. Set-up is scheduled November 2nd at 6:00-8:00 pm CST and breakdown is November 5th at 1:00 pm CST. Booths are not included with sponsorships, but sponsors receive first choice of booth locations.

Booth Logistics - Each booth area is 10 x 6 ft. and includes one 6 ft. table and two chairs. Ceilings are 10 feet high with the exception of premium booths (17 foot ceilings). All table décor to be provided by the exhibitor. Exhibit hours are during Annual Conference program and event hours November 3-5. Set-up is scheduled November 2 at 6:00-8:00 pm CST and breakdown is November 5th at 1:00 pm CST. Space is limited and will be assigned first come and first served. Booths are not included with sponsorships.

In-Person Exhibit Installation - Exhibit installation hours are November 2nd at 6:00-8:00 pm CST. Exhibitors agree that all booths will be operational and staffed during exhibit hall hours.

Dismantling Exhibits - Exhibits must be dismantled on November 5th at 1:00 pm CT.

Cancelled Sponsorships and Exhibitor Booths- Cancellations made by October 15, 2026, will receive a refund, less the \$1,000 cancellation fee. There will be no refunds after that date. All cancellations and requests for refunds must be made in writing and sent to the attention of Carrie McGraw.

No Shows - If an exhibitor fails to install or display in assigned space or fails to comply with any other provision of this agreement, NASDDDS shall have the right, without notice to exhibitor, to take possession of said space and lease said space, or any part thereof, to such parties, and upon such terms and conditions, as it may deem proper. Any exhibitors who do not show up will not get a refund. If you email, fax, or mail your cancellation notice, please call to confirm receipt.

Conference Registrations— Sponsorships include a designated number of free registrations. The free attendees should be registered on the conference website in a separate transaction from paid attendees. Sponsors and exhibitors pay non member price for additional registrations above their complimentary allotment.

Booth Staff-NASDDDS provides two chairs per exhibitor booth. **Up to two (2) booth staff per booth not attending sessions are complimentary** and are invited to join us for meals outside the conference ballroom and the reception. Booth staff must register in a separate transaction on the conference site using the “booth staff” registration type.

Sending Booth Items— **Please see resort shipping information under separate cover!** All materials sent to the hotel will be subject to a storage and handling fee paid directly to the hotel. If you have booth set up or items you wish to mail ahead, please have it scheduled to arrive no earlier than October 28th.

Please label and number the boxes including how many boxes total (Example: One box of four). Also, once the event is over and you need to ship items back you will need a return label with your account already filled out. Then you will need to make your own arrangements with either UPS, FedEx, or ground. NASDDDS is not responsible for managing shipped items. **See hotel shipping instructions.**

Fees - Full payment of any sponsorship or exhibitor booth must be received within 30 days of the invoice issued.

Rules - NASDDDS reserves the right to make changes to these rules. Any matters not specifically covered herein are subject to decision by NASDDDS. NASDDDS reserves the right to make such changes, amendments, and additions to these rules as considered advisable for the proper conduct of the exhibit and conference sponsorship programs, with the provision the exhibitors/sponsors will be advised of any such changes.



Interested? Questions? Contact Carrie McGraw at cmcgraw@nasdds.org or 443.852.3036 (cell)

Basic Booths **GRAND HORIZON BALLROOM Foyer**

**Premium
Booths**

Registration

Hotel

**Standard
Booths**

Wall with doors

D
HORIZON BALLROOM

**Sessions
Ballroom/**

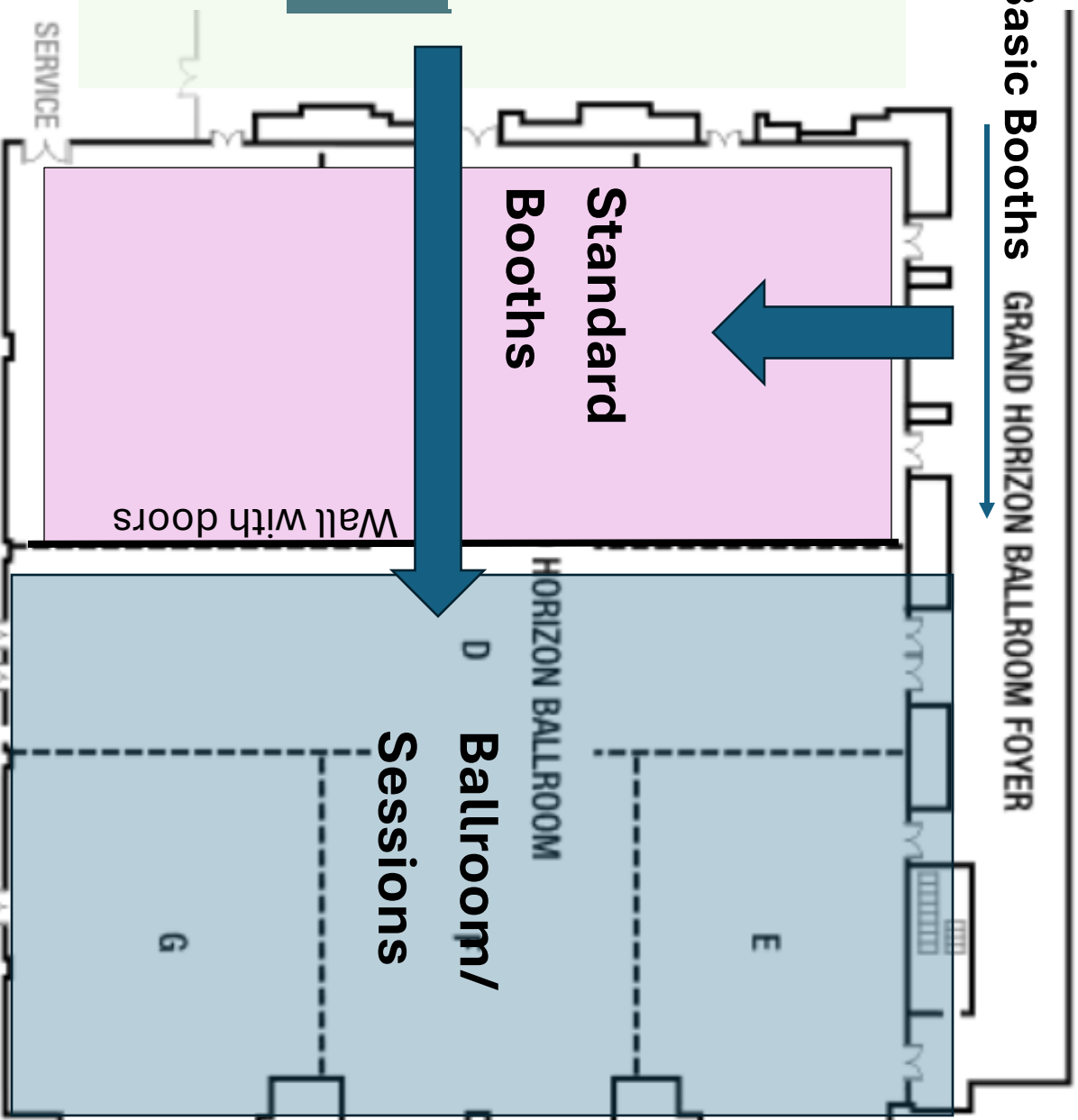
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Shipping Instructions

Upon Your Arrival

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

Upon Your Departure

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third-party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third-party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

Package Handling and Storage Fees

Package weight	Package pickup or dropoff by guest	Package pickup or delivery by FedEx Office
Envelopes up to 1.0 lb.	\$4.00	\$7.00
0.0–1.0 lb.	\$4.00	\$7.00
1.1–10.0 lbs.	\$10.00	\$15.00
10.1–20.0 lbs.	\$15.00	\$20.00
20.1–30.0 lbs.	\$25.00	\$30.00
30.1–40.0 lbs.	\$30.00	\$36.00
40.1–50.0 lbs.	\$35.00	\$42.00
50.1–60.0 lbs.	\$40.00	\$50.00
60.1–150.0 lbs.	\$55.00	\$66.00
Pallets & crates*	–	\$250.00 or \$0.80/lb. > 312 lbs.

Package weights will be rounded up to the nearest pound.

*For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$250.00 or \$0.80/lb. > 312 lbs., which is applied to each pallet/crate handled.

Package weight	Storage fee after 5 days
Envelopes up to 1.0 lb.	No charge
0.0–10.0 lbs.	\$5.00
10.1–30.0 lbs.	\$10.00
30.1–60.0 lbs.	\$15.00
60.1–150.0 lbs.	\$25.00
Pallets & crates	\$50.00
Over 6.5' in size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

Additional Services

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

Terms and Conditions

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.



Shipping Instructions

Preparing Your Shipment

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names unless the items are specifically for their use (e.g., hotel specifications, rooming lists or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office business center at [redacted]. Package deliveries should only be scheduled after the recipient has completed the check-in process.

Package Labeling Standards and FedEx Office Contact

(Guest Name) (Guest Cell Number)
c/o FedEx Office at

(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center

Phone:
Fax:
Email:

Operating Hours

Mon.–Fri.:
Saturday:
Sunday:

Shipments With Special Requirements

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office with any specific questions in advance of shipping their items. If you have any special needs (e.g., refrigeration requirements, after-hours delivery requests or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

On-Site Package Delivery

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting/ event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies and flatbed carts.

Package Delivery to Guest Suites/Meeting Rooms

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.