

Academy for Lifelong Learners Sponsor Policy & Information

Thank you for registering to be a sponsor of Academy for Lifelong Learners on June 3, 2025! Your generous contribution helps make Academy for Lifelong Learners possible. We hope that it will be a great opportunity to showcase your company and services to ALL!

Sponsorship Payment Policy:

Please note because space is limited, we adhere to the following payment policy:

- Your space will be guaranteed after payment is received.
- Payment must be received by Friday January 10, 2025, for inclusion in the promotional brochure.
- Final payment deadline to exhibit at the event is March 31, 2025

Sponsor Cancellation Policy:

Please note because space is limited, we adhere to the following cancellation policy:

- If you cancel your sponsorship on or before January 10, 2025, you will receive a refund minus a 20% administration fee.
- If you cancel your sponsorship after January 10, 2025, you will not receive a refund.

Logos: Keynote, Diamond, Platinum and Gold

Sponsors should provide their logo for use on the ALL website, emails, and/or social media (please see individual sponsor benefits for details). Please email your logo to cntged63@uwec.edu by January 5, 2025. See the logo requirements below.

Logo Requirements:

Please send:

- .ai or .eps files, Adobe Illustrator preferred OR
- High resolution: .pdf, .psd, .tif, or .jpg
 - The logo image must be 300 dpi or greater and at least 3 inches on the longest side.

Please DO NOT:

- Send a saved copy of your logo from your website.
- Change a file extension from .jpg to .eps
- Send a low resolution .jpg
 - If your .jpg logo is under 50kb, it is probably not a high-resolution logo.
- Try to make an existing image larger.

Full-Color Page in promotional brochure: Keynote & Diamond

You have the opportunity to have a full-color page in the promotional brochure with your company logo and a brief tagline or contact information. In order to create your ad, please email the following items to cntged63@uwec.edu by January 10, 2025.

- Company tagline or slogan
- Website, email and phone number
- Company logo (see logo requirements below)

*UW-Eau Claire Continuing Education cannot guarantee that all these aspects will be included in the ad.

Tote Bag Inserts: Keynote, Diamond, Platinum, Gold, & Tote Bag Insert Only Sponsors

You have the opportunity to provide an insert/flyer in our participant tote bags. Please see the following requirements:

- Limited to 1 insert/flyer per tote, can be double-sided print piece.
- Maximum size: 8.5 x 11 inches
- Print piece needs to be received by UWEC Continuing Education by May 19, 2025 for inclusion in the participant tote bags.
- Mail to:

ATTN: Kimberly Niesing
UWEC – Continuing Education VLL 1104
651 University Dr
Eau Claire, WI 54701

You may also make arrangements to deliver flyers/inserts in person; please email CNTGED63@uwec.edu to make arrangements.

Event Information for Academy for Lifelong Learners Exhibitors:

- Event Date: June 3, 2025
- Sponsor Set Up: June 2, 2025 -specific set-up time will be shared at a later date closer to the event.
- Event Time: Sponsorship galleries will be open from 7am – 1:45pm. During these hours, there will be designated time allowed for attendees to visit sponsor exhibit tables. Tables must have a representative present during all scheduled exhibitor hours.
- Table Information: Each sponsor will have a 6' table and 2 chairs. All spaces are pre-assigned. Tables are not skirted. Electricity is available, but please bring your own extension cord.
- Free-Standing Items: Free-standing items are permitted. However, these items must be behind or on top of the table and must not infringe upon another exhibitor's space.
- Representatives: Organizations may be represented by a maximum two people at the exhibitor table. We ask that representatives remain behind the table when conferring with guests in order to reduce congestion in the exhibitor area.

- Name Tags: Please wear your company name tag on the day of the event.
- Puzzle Sheet: Participants may ask you to sign their puzzle sheet, this allows them to enter for the grand door prize. Prize winners will be announced at the closing session.
- Additional Door Prizes: You may bring an additional door prize. However, if you give away a door prize, you will be responsible for drawing the winner at your booth and delivering the prize to the winner.

Additional details regarding the exhibitor set up, parking, and other event details will be provided approximately one month before the event. If you have any questions regarding Academy for Lifelong Learners, please contact Bonnie Baskett-Harvey at basketbl@uwec.edu.