Justice, Spirituality & Education Conference
March 31, 2012

Invitation to Sponsor or Exhibit

Your organization is invited to join ministries, nonprofit organizations and service-oriented companies at the upcoming Justice, Spirituality & Education Conference on Saturday, March 31, 2012. The conference planning committee is hosting an exciting, festive exhibit area, that is planned with activities, giveaways, and much more! A variety of activities will be centrally located around the exhibit area where attendees can ask experts questions on a one-on-one basis. Exhibiting at the conference will offer you an opportunity to share information and highlight your program, products and/or services, while meeting and educating the 300 anticipated conference attendees.

All sponsors are invited to contribute one item to the raffle to be held during the conference. Conference participants enter the raffle by visiting five exhibitor booths throughout the day.

Sponsorship / Exhibit Opportunities

<table>
<thead>
<tr>
<th>Sponsorship / Exhibit Opportunities</th>
<th>Prior to 2/28/2012</th>
<th>After 2/28/2012</th>
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<tbody>
<tr>
<td><strong>Sponsorship Levels</strong> includes exhibit table, website link, logo on all media materials, PPT slide, &amp; event recognition</td>
<td></td>
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</tr>
<tr>
<td><strong>Platinum Sponsor</strong> (registration for up to 4 individuals)</td>
<td>$1,500</td>
<td>$2,000</td>
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<tr>
<td><strong>Gold Sponsor</strong> (registration for up to 2 individuals)</td>
<td>$1,000</td>
<td>$1,500</td>
</tr>
<tr>
<td><strong>Silver Sponsor</strong> (registration for 1 individual)</td>
<td>$700</td>
<td>$1,000</td>
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<tr>
<td><strong>Morning Coffee Bar Host</strong> (includes signage on food &amp; beverage table during morning break, PPT slide at the conference, &amp; event recognition)</td>
<td>$300</td>
<td>$400</td>
</tr>
<tr>
<td><strong>Lunch Host</strong> (includes your provided inserts into participant lunches, PPT slide at the conference &amp; event recognition)</td>
<td>$400+ inserts</td>
<td>$500 + inserts</td>
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<td><strong>Afternoon Pastry &amp; Cookie Bar Host</strong> (includes signage on food &amp; beverage table during afternoon break, PPT slide at the conference &amp; event recognition)</td>
<td>$300</td>
<td>$400</td>
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<tr>
<td><strong>Donate Pens</strong> (supply 300 of your pens by 3/23/2012 for all attendees to use in note-taking &amp; personal networking)</td>
<td>$200 + pens</td>
<td>$250 + pens</td>
</tr>
<tr>
<td><strong>Donate Lanyards</strong> (supply 300 lanyards by 3/23/2012 for all attendees)</td>
<td>$200 + lanyards</td>
<td>$250 + lanyards</td>
</tr>
<tr>
<td><strong>Exhibit Table Only</strong> (includes registration for two individuals, outdoor space [with rain plan, if needed] with one 6’ table w/tablecloth, 2 chairs, wireless access, complimentary parking, electricity [if needed], and umbrella. A cold café lunch will be provided (choice of salad or sandwich). You will be responsible for your own display and the ordering and cost of any additional items such as audio/visual equipment, and telephone. Please indicate on the enclosed Exhibitor Request Form the size and type of display you would like to exhibit.</td>
<td>$50 (+$25 each add’l person)</td>
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Hotel and Travel Reservations:
All exhibitors will be responsible for making their own hotel and travel reservations. The Holiday Inn La Mirada is the Conference’s recommended hotel, as it is the closest to the University and provides complimentary shuttle service. Guest rooms are available for $99 per night. For information on how to make hotel reservations as well as for a listing of other local hotels with which the University has relationships, visit http://education.biola.edu/jseconf/info/lodging/.

Exhibit Shipments:
All exhibitors are responsible for the shipment of their exhibit materials to and from the conference. Exhibitors are also responsible for set-up, tear-down, staffing their exhibit, packing and return shipping costs. Upon receipt of your registration, detailed shipping information and exhibitor instruction forms will be provided to you by our department. Please call David Costillo at 562.903.4843, if you have any questions or concerns.

Scheduled Exhibit Events (All times for Saturday, March 31, 2012):
- Exhibitor Setup & Registration: 6:30am – 8:30am
- Conference Registration: 7:30am – 9:00am
- Conference Starts: 9:00am
- Conference Tear Down: 5:00pm – 6:30pm

How To Register (for Exhibitors):
Complete enclosed Sponsor/Exhibitor Registration Form & Agreement (pages 3 & 4) and mail/fax it to (and mail payment) to:

- David Costillo
- Biola School of Education
- 13800 Biola Avenue
- La Mirada, CA 90638
- Fax: (562) 906-4563
Sponsor / Exhibitor Registration Agreement

(Please initial each item)

____ Yes, we will exhibit at the Justice, Spirituality & Education Conference to be held at Biola University, La Mirada, CA, on Saturday, March 31, 2012. I understand that the exhibit area will be open during the entire day of the conference. Set-up will be from 6:30am – 8:30am and tear-down will be from 5:00pm – 6:30pm.

____ I understand that, unless I make other arrangements, I will be provided with an 8’ x 10’ outdoor booth area with one 8’ table w/tablecloth, 2 chairs, electricity (if needed) and wireless access. I will be responsible for my own display and the ordering and cost of any additional items such as audio visual equipment or telephones. I will be responsible for making hotel room reservations and travel arrangements, staffing the exhibit, shipment of exhibit materials to/from the University, packing, unpacking, and removal of my materials from the campus.

_____ I will also bring one item to give away (ranging from $15-50 in value) for the conference raffle.

_____ I understand that I as the Exhibitor assume full responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to the Exhibitor’s displays, equipment, or property brought upon the premises of the University. I further agree to indemnify, defend and hold harmless Biola University, its servants, agents and employees against all claims or expenses for such losses, including reasonable attorney’s fees arising out of the use of the premises excluding any liability caused by the negligence of Biola University, or its servants, agents, and employees. I also understand that the University does not maintain insurance covering the Exhibitor’s property or lost revenue, and it is the sole responsibility of the Exhibitor to obtain such insurance.

Name of Representative (please print) 
Name of Organization: ____________________________
Signature: __________________________________________ Date: __________________

Enclose your sponsor/exhibitor fee payment: Fees are due upon registration. Please make check payable to “Biola University” and mail to Biola University, JSE Conference 2012, 13800 Biola Avenue, La Mirada, CA 90638, Attention: David Costillo. Biola University’s tax identification number is 95-0549600.

Cancellation Policy: All cancellations and/or requests must be made in writing to Biola University. No telephone cancellations will be accepted. Refunds will be at 50% of fees originally received. No refunds will be made from cancellation requests received after March 16, 2012.

Our organization would like to register for the following conference choices:

Sponsorships:
- Platinum Level
- Gold Level
- Silver Level
- Pens
- Lanyards

Food Hosts:
- Morning Coffee Bar
- Lunch
- Afternoon Pastry & Cookie Bar

Exhibit Table Only:
- Exhibit Table
- Extra Exhibitors (____ additional persons @ $25 each = $________)
ORGANIZATION NAME: ________________________________

NAME(S) OF EXHIBIT BOOTH PERSONNEL (List Primary Contact First):
1. Title: __________________________ Telephone: __________________________
   Fax: __________________________ E-mail: __________________________
   Address: __________________________

NAME(S) OF ADDITIONAL EXHIBIT BOOTH PERSONNEL:
2. Title: __________________________
3. Title: __________________________

Please choose one:
☐ NO table needed. Size of Display: _______________
☐ I will need a table. Size of Display: _______________

Electricity desired? ☐ Yes ☐ No  Food: ☐ Sandwich ☐ Salad  Vegetarian? ☐ Yes ☐ No

Organization Description: Please attach a written description of your exhibit and services in 100 words or less (this will be printed in our participants’ guides).

Please enclose the following amount (See Sponsorship/Exhibit Opportunities chart for details.):

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We look forward to seeing you at the 2012 Justice, Spirituality & Education Conference!