



ARHE
ASSOCIATION OF RECOVERY IN HIGHER EDUCATION



2024 ARHE/ARS/AAPG
Annual Conference

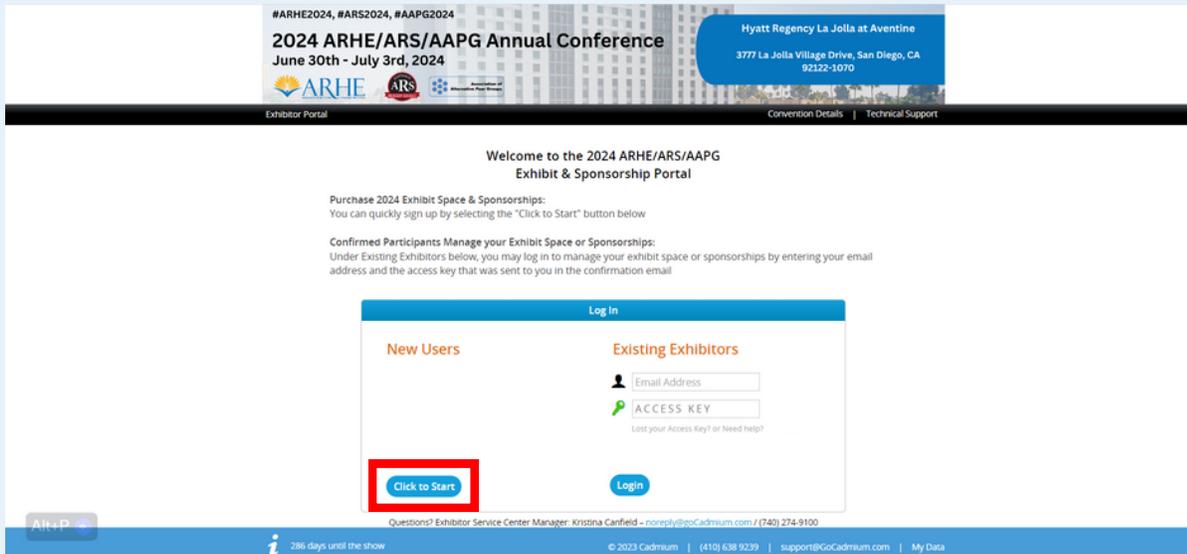
Sponsorship Registration Guide



Sign up as a new user.

Click [here](#) to launch the portal or copy/paste the following URL:

<https://www.conferenceharvester.com/harvester2expw/login.asp?EventKey=YXPHUJQL>



Note: If you have already purchased your sponsor / exhibit booth, you may access your account from this dashboard to log in and complete the tasks assigned to you.

Enter the name of your company.

Review the information tooltip for a summary of the registration process. Then, enter your **company's name** in the text box provided and click **Continue**.

Rent Booth

Continue

Here's how it works:

1. Type in your company's name. As you type, company names will be suggested to you and you can select one if it matches your company.
2. Verify or update the administrative booth sales contact information for your company.
3. Indicate the booth you would like to rent.
4. Enter payment information.
5. An email confirmation of your contract submission will automatically be sent to the booth coordinator.

Let's get started. Type your company's name in the box below...

MPark Test

Continue

Next, enter the **email** for your **booth coordinator** in the text box and click **Continue**.

Note: This will be your primary contact for sponsorship-related emails and will be used to log in to your profile. A secondary contact can be provided on the next page.

Booth Coordinator

Continue

Instructions

- Type in the email address for your booth coordinator. The booth coordinator must be authorized to contract on behalf of the company.
- From this point on, the booth account will be associated with this email address and all communications will be sent to this email address.

Type your company booth coordinator's email in the box below...

mack@collegiaterecovery.org

Continue

Enter booth coordinator information.

1. Enter the information for the booth coordinator - this is the primary contact for your organization's sponsorship. Complete the "Personal Details," "Mailing Address," and "Contact Details" sections.

Booth Coordinator Profile for MPark Test

Personal Details

Prefix: [Dropdown]
First Name: Mack *
Middle Initial: [Text]
Last Name: Park *
Suffix: [Dropdown]
Pronoun: he/him/his
 she/her/hers
 they/them/theirs
 Self-describe:

Mailing Address

Address Line 1: [Text]
Address Line 2: [Text]
Address Line 3: [Text]
City: Windsor *
State / Province: Ontario *
Zip / Postal Code: N9B3P4 *
Country: Canada *

Contact Details

Office: 5195638690 *
Cell: [Text]
Fax: [Text]
Email: mack@collegiaterecor *

Administrative Assistant (they will be copied on all emails)

Name: [Text] Telephone: [Text] Email: [Text]

Professional Information

Position: [Text]
Institution / Organization / Company: MPark Test

Continue

2. Enter the information for the a **secondary contact** (if applicable) who will also receive emails and sponsorship information.

3. Enter the Booth Coordinator's Position. The Institution / Organization / Company should be auto-filled based on your previous entry.

Once complete, click **Continue**.

Select your sponsorship level.

View the sponsorship levels matrix. Scroll down to view all benefits. Once you select your sponsorship level, click the "Select" button for the corresponding column or select the level from the drop down.

Sponsorships Continue

Please choose a sponsorship level from the list below. If you only prefer to exhibit, select the 'Exhibit Only' option. On the next page, you will be able to select your booth space.

NOTE: If you select one of these sponsorships (excluding Exhibit Only), you will need to choose a level-specific benefit on the Sponsor Items page (the page following booth selection).

Sponsorship Levels

Gold (\$7,500)

	Diamond	Ruby	Gold	Silver	Bronze	Exhibit Space Only
	\$13,500	\$10,500	\$7,500	\$4,500	\$1,500	Only \$0
	99/100	100/100	100/100	100/100	100/100	100/100
	Available	Available	Available	Available	Available	Available
Pre-Event Marketing						
Social Media Posts	8	8	6	4	2	0
Inclusion in Welcome Video	✓	✓	✓	✓	✓	✓
Website Logo on Conference Collateral	✓	✓	✓	✓	✓	✓
Website Logo	✓	✓	✓	✓	✓	✓
Ribbon Displaying Sponsorship Level	✓	✓	✓	✓	✓	✓
Onsite Thought-Leadership						
60-Minute Sponsored Session	✓	✓	✓	✓	✓	✓

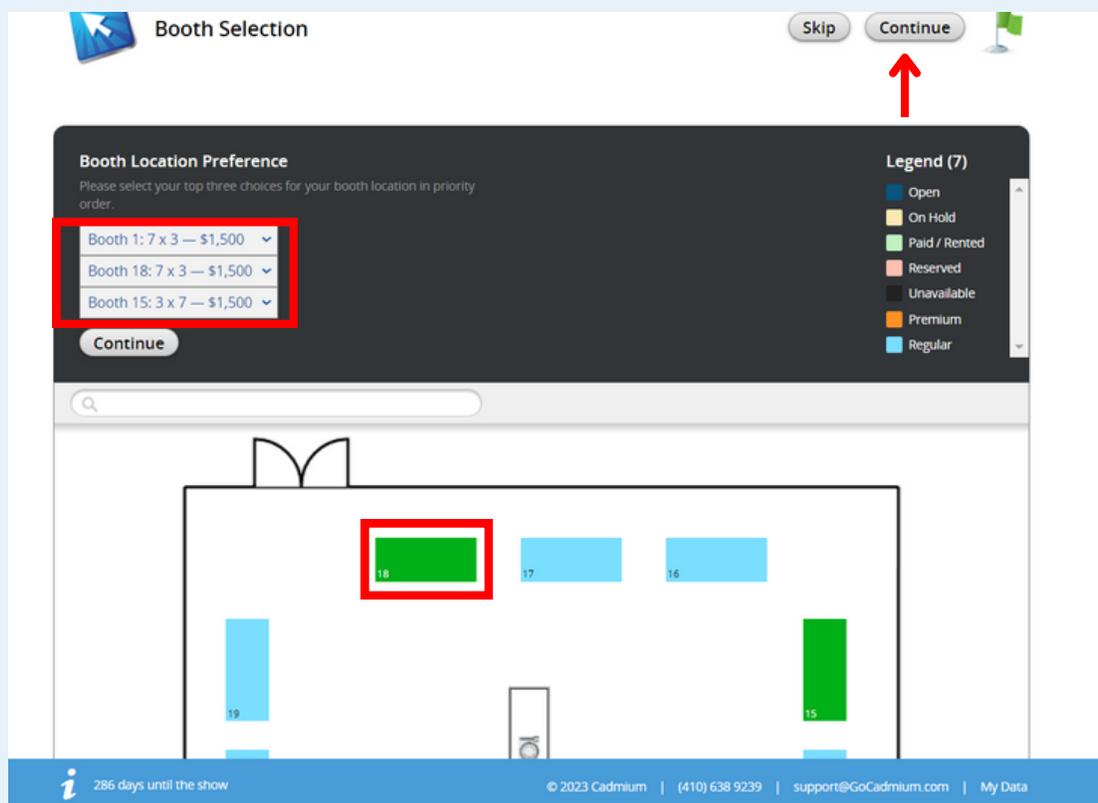
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Note: The sponsorship price listed does not include a booth - this is the *sponsorship only* cost. The Booth can be purchased on the next page.

Once complete, click **Continue** (at the top of bottom of the page).

Select your booth.

Selecting a booth adds the cost of a booth to your sponsorship purchase. **Select your location preference** using the drop down OR click on the booth's rectangle on the exhibit hall map. Your selection will show in green. One location preference is required. Adding up to three will not change your booth cost. Then, click **continue**.



Important: ONLY “skip” this section if you are NOT purchasing a booth. Skipping this process will NOT reserve a booth for your organization. *If you click this by accident, click the back button on the BLACK TOOLBAR twice.*



Note: Booth locations are not guaranteed, but selections will be taken into consideration, giving priority to highest-level sponsors.

Select optional upgrades.

1. All registrations come with a select number of complimentary registration tickets (badges). If you need to purchase additional tickets for your staff, you can purchase them here at a discounted price.
2. Gold, Ruby, Diamond, and Platinum packages already include electricity. However, Silver, Bronze, and Exhibitor sponsors may purchase electricity at an additional cost.

Upgrades → Continue

If you do not wish to add any upgrades, click Continue

Please Note:
Electricity is already included with Diamond, Gold & Ruby Level Sponsorship Packages

Packages already receive complimentary badges (see below). If you require more badges, you may purchase up to 8 on this page:

- Diamond: 12
- Ruby: 8
- Gold: 6
- Silver: 4
- Bronze: 2
- Exhibit Only: 1

Upgrade	Short Description	Price	
BOOTH STAFF			
Additional Registrations	Additional registrations for package sponsors	\$350.00	0
ENHANCED LISTING			
Electricity	Add electricity to your booth. NOTE: Electricity is already included in Gold, Ruby, and Diamond Level Packages	\$250.00	ADD

0 Items Selected

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Once complete, click **Continue**.

Select sponsor-level options.

Sponsor-level options ensure that you receive everything that you hope for in your sponsorship and help us to advertise your organization appropriately!

1. Scholarship Sponsor options

- These are additional sponsorship options available to all sponsors if you would like to support others attending the conference.

Sponsor Level Options & General Marketing Opportunities Continue

Optional Marketing Add-Ons: Open to all participation levels
Please see the options under sections "Open to All - Scholarship Sponsor" and "Open to All - General Advertising"

REQUIRED FOR: Diamond, Ruby, Gold, Silver, & Bronze Levels ONLY.
Please choose one of the available branding packages from your pre-selected participation level in the designated section below.

Sponsor Items					1 Items Selected 50 Total
Sponsorship	New	# Available	# Available for You	Fee	
Open to All - Scholarship Sponsor (4)					
1 Full Conference or 2 Student Registrations		50 / 50	10 / 10	\$600.00	0
1 registration + partial travel stipend		100 / 100	10 / 10	\$1,000.00	0
1 registration + airfare		100 / 100	10 / 10	\$2,000.00	0
1 registration + accommodations + airfare		100 / 100	10 / 10	\$3,000.00	0

Note: Conference registration sponsorship can also be selected as a sponsor-level benefit. Choose scholarship here specifically if you want to add additional support above and beyond your sponsorship.

Scroll down.

Select sponsor-level options.

2. General Advertising - *a la carte*

- These are additional sponsorship options available to all sponsors.

Note: Please double check what your sponsorship package already includes. You **do not** need to purchase items already included in your package - these are add-on purchases *in addition* to what you have already included.

Open to All - General Advertising (6)				
ONSITE PROGRAM ADVERTISING				
Full Page Advertisement	5 / 5	1 / 1	\$800.00	<input type="button" value="ADD"/>
Half Page Advertisement	10 / 10	1 / 1	\$450.00	<input type="button" value="ADD"/>
Quarter Page Advertisement	10 / 10	1 / 1	\$250.00	<input type="button" value="ADD"/>
DIGITAL ADVERTISING				
PDF Document on Portal	5 / 5	1 / 1	\$500.00	<input type="button" value="ADD"/>
Logo on Website	100 / 100	1 / 1	\$250.00	<input type="button" value="ADD"/>
TOTE BAG INSERTS				
Item in tote bags or on resource table	100 / 100	1 / 1	\$500.00	<input type="button" value="ADD"/>
Diamond Level Only (3)				
PLEASE PICK ONE OPTION				
Conference Keynote	4 / 4	1 / 1	\$0.00	<input type="button" value="ADD"/>
Exhibit Hall	1 / 1	1 / 1	\$0.00	<input type="button" value="ADD"/>

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Select sponsor-level options.

3. **Important:** Choose one sponsor-level item corresponding to the sponsorship level you are purchasing.

We will create conference signage that displays your organization associated with each item. These *do not cost any additional money*, but are important to select, based on your sponsorship level. Please click **“ADD”** to select an item. Some items have limits, and once selected by another sponsor, cannot be chosen. If this is the case, please select a different item.

Once you have completed this, click **Continue**.

Ruby Level Only (5)				
Conference Catered Lunch	3 / 3	1 / 1	\$0.00	ADD
Lanyards	1 / 1	1 / 1	\$0.00	ADD
Conference Swag	1 / 1	1 / 1	\$0.00	ADD
Collegiate Recovery Town Hall	1 / 1	1 / 1	\$0.00	ADD
Mobile App	1 / 1	1 / 1	\$0.00	ADD
Gold Level Only (7)				
Conference Hot Breakfast	4 / 4	1 / 1	\$0.00	ADDED
Conference Badges	1 / 1	1 / 1	\$0.00	ADD
Meditation / Sensory Room	1 / 1	1 / 1	\$0.00	ADD
Recovery Meeting Room	1 / 1	1 / 1	\$0.00	ADD
Wellness Activities	1 / 1	1 / 1	\$0.00	ADD
Networking Activities	3 / 3	1 / 1	\$0.00	ADD
Onsite Program Booklet	1 / 1	1 / 1	\$0.00	ADD
Silver Level Only (3)				

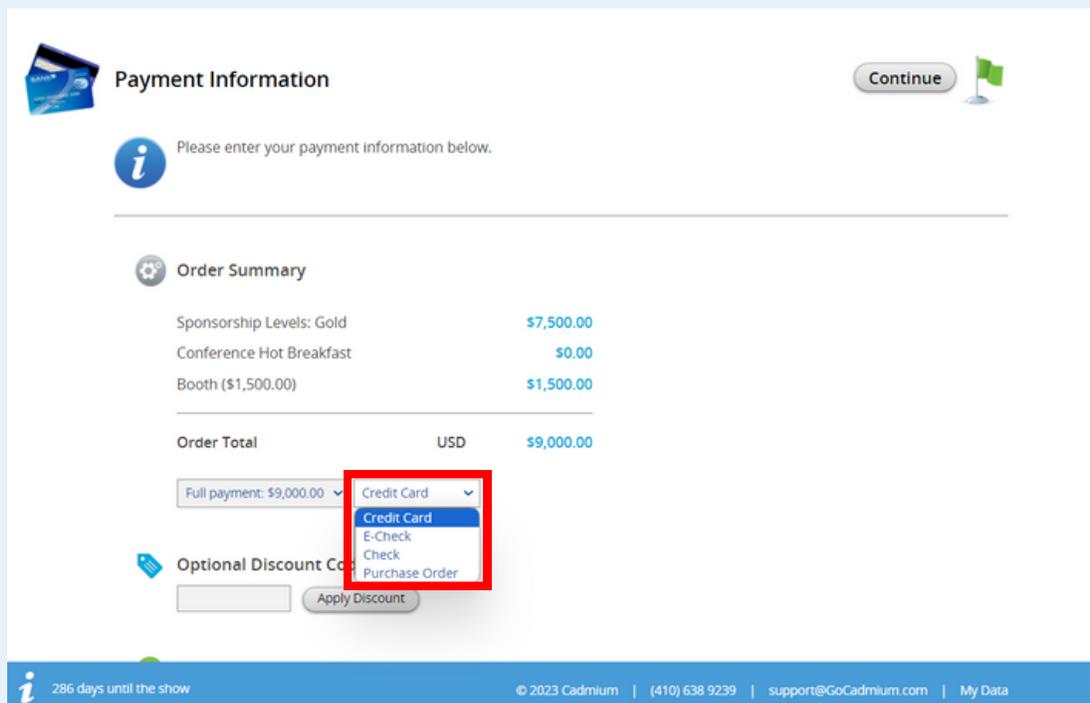
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3

Payment information.

View the **Order Summary**.

Payment can be made via **credit card, e-check, check, or purchase order**. Instructions for each payment method will be dynamically generated when you make your payment selection. Click on the drop down to switch between payment methods.



The screenshot displays the 'Payment Information' page. At the top left is a credit card icon, and at the top right is a 'Continue' button with a flag icon. Below the header, an information icon (i) is followed by the text 'Please enter your payment information below.' A horizontal line separates this from the 'Order Summary' section, which includes a refresh icon. The order summary lists: 'Sponsorship Levels: Gold' for \$7,500.00, 'Conference Hot Breakfast' for \$0.00, and 'Booth (\$1,500.00)' for \$1,500.00. The 'Order Total' is shown as USD \$9,000.00. Below the summary is a dropdown menu for 'Full payment: \$9,000.00' with a 'Credit Card' dropdown menu open, showing options: 'Credit Card', 'E-Check', 'Check', and 'Purchase Order'. The 'Credit Card' option is highlighted. Below the payment method selection is an 'Optional Discount Code' field with an 'Apply Discount' button. The footer contains the text '286 days until the show', '© 2023 Cadmium | (410) 638 9239 | support@GoCadmium.com | My Data'.

Payment information.

Review the Refund and Payment Policy. You must **click the check box** that you have read and understood this policy.

Complete the **Payment Details** section, based on your payment method.

Refund and Payment Policy

Full payment of exhibit/sponsor fees must be provided within 45 days of completion of the online reservation process. Payment may be made by check (payable to Association of Recovery in Higher Education) or credit card (Visa, MasterCard or American Express). Exhibitor shall have the right to cancel booth space agreement at any time by written notice to ARHE. In the event of such cancellation received up to 60 calendar days prior to conference, ARHE shall refund 90% of payment minus a \$50 administration fee. ARHE shall refund 50% of payment on cancellations received between 30-59 calendar days prior to the conference, minus a \$50 administration fee. No refund will be made on cancellations received after 30 days prior to the conference. Under all circumstances, ARHE retains the right to resell any booth space cancelled by exhibitor. All cancellations must be sent in writing via e-mail to ARHE at: EMAIL: recovery@collegiaterecovery.org ATTN: Louise Irizarry

I have read and understand the Refund and Payment Policy.

Payment Details (Visa, Mastercard, Discover, and American Express are accepted)

Card Number	<input type="text"/>	Address	<input type="text"/>
Verification	<input type="text"/> (CCV security # on credit card)	City	<input type="text"/>
Expiration Month	<input type="text"/>	State / Province	<input type="text"/>
Expiration Year	<input type="text"/>	Zip / Postal Code	<input type="text"/>
Name on card	<input type="text"/>	Country	<input type="text"/>

Fill out the information of the person who will be the **Financial Contact**. Then, click **Continue**.

Financial Contact

The booth coordinator will serve as the Financial Contact

First Name	<input type="text" value="Mack"/>
Last Name	<input type="text" value="Park"/>
Email Address	<input type="text" value="mack@collegiaterecovery.org"/>
Office Phone	<input type="text" value="(519) 563-8690"/>
Financial Contact	<input type="text"/>

←

Review and submit.

Review your full order and once satisfied, click on the **Continue** button.



Review Your Order



 **Company Name**
MPark Test

 **Booth Coordinator**
Mack Park (mack@collegiaterecovery.org)

 **Sponsorship Levels**
Gold: \$7,500

 **Sponsor Level Options & General Marketing Opportunities**
No items selected.

 **Booth Selection**
Booth: \$1,500.00
Booth selection: 1

 Order Summary		 Payment Information	
Sponsorship Levels: Gold	\$7,500.00	Full Payment: \$9,000.00	
Booth (\$1,500.00)	\$1,500.00	Billing Details Check payment	
Order Total	USD \$9,000.00	Financial Contact Mack Park mack@collegiaterecovery.org (519) 563-8690	

Confirmation.

You will see a confirmation page. Click on **Invoice** to open another tab with your detailed invoice. You will also receive a confirmation email to your inbox with an Access Key to log in to your sponsor dashboard.

Order Confirmation [Continue](#)

Thank you, your order has been placed.
An email confirmation has been sent to you.
Order placed 9/19/2023, 5:39 PM

Order Summary	Payment Summary
Order Number: 21561-565522	Full Payment: \$9,000.00
Sponsorship Levels: Gold \$7,500.00	Purchase Order Payment
Conference Hot Breakfast \$0.00	: All Purchase Orders should be directed to Louise Irizarry at recovery@collegiaterecovery.org
Booth (\$1,500.00) \$1,500.00	
Order Total USD \$9,000.00	

[Invoice](#)

See below for an example of the Invoice and the Confirmation Email.

Once finished, click **Continue** to go to your sponsor/exhibitor dashboard.

Confirmation.

This is what your invoice will look like. You can Print, Email, or download your invoice as a PDF or Word file.

#ARHE2024, #ARS2024, #AAPG2024

2024 ARHE/ARS/AAPG Annual Conference

June 30th - July 3rd, 2024

Hyatt Regency La Jolla at Aventine
3777 La Jolla Village Drive, San Diego, CA
92122-1070

Exhibitor Portal | Convention Details | Technical Support

Print | Email | PDF | Word

INVOICE



2024 ARHE/ARS/AAPG Annual Conference
30 June - 3 July, 2024
The Hyatt Regency La Jolla at Aventine
San Diego, California

Association of Recovery in Higher Education
PO Box 1541
Kennesaw, GA 30156
Account Executive: Louise Irizarry
Phone: 404-710-2803

Company: Park Test	Contact: Mack Park Email: mack@collegiaterecovery.org Phone: 5195638890 Invoice Number: 21561-121973 Exhibitor Number: 565522 Invoice Date: 9/19/2023
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Booth Information

Booth Number	Size (in Feet)	Sq. Ft.
0	10x10	100

Financial Summary

Charges		Payments	
Exhibit Space: Booth 0	\$1,500.00	9/19/2023	Purchase Order (not yet received) \$9,000.00
Sponsorship Levels: Gold	\$7,500.00		
Sponsor Items: Conference Hot Breakfast	\$0.00		
Total	USD \$9,000.00		

Balance: \$9,000.00

Due by Friday, November 3, 2023:
\$9,000.00

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Confirmation.

This is what your confirmation email will look like. Use the information sent in this email to login to your sponsor/exhibitor dashboard in the future.

Thank you for purchasing a booth/sponsorship for the ARHE/ARS/APG Annual Conference!

conference@collegiaterecovery.org
To: Mack
Cc: ARHE Conference

Tue 2023-09-19 5:39 PM

#ARHE2024, #ARS2024, #AAPG2024

2024 ARHE/ARS/AAPG Annual Conference

June 30th - July 3rd, 2024

Hyatt Regency La Jolla at Aventine
3777 La Jolla Village Drive, San Diego, CA
92122-1070

Dear Mack Park,

Thank you for purchasing a booth/sponsorship for Park Test.

Company: Park Test
Booth Preference: 18, 17, 16

[Invoice](#)

Login to the Expo Harvester to complete tasks:
2024 ARHE/ARS/AAPG Annual Conference Site:

URL: <https://www.conferenceharvester.com/harvester2expw/login.asp?EventKey=YXPHUJQL>

Username: mack@collegiaterecovery.org

Password (Access Key): QFOAVBBU

We are excited to have you joining us in San Diego, CA and appreciate your support of this conference. Either Kristina Canfield or Mack Park will be in touch with you regarding your booth placement (if purchased) and will be your points of contact for the conference. You can reach Kristina at kristina.canfield@collegiaterecovery.org or Mack at mack@collegiaterecovery.org

All billing and payment questions should be submitted to Louise Irizarry at recovery@collegiaterecovery.org

We will follow up with instructions regarding your specific package.



Complete sponsorship tasks

Lastly, you will want to **complete tasks that are assigned to you.**

The screenshot shows the Exhibitor Portal interface. At the top, there is a navigation bar with 'Exhibitor Portal | Log Out', 'Task Progress', 'Convention Details', and 'Technical Support'. Below this, there are three main sections: 'EVENT INFORMATION', 'YOUR INFORMATION', and 'FEEDBACK'. The 'EVENT INFORMATION' section includes dates (Jun 30 - Jul 3, 2024), location (The Hyatt Regency La Jolla at Aventine, San Diego, California), and a link to the website. The 'YOUR INFORMATION' section shows the user 'Mack Park (0 logins)'. The 'FEEDBACK' section includes a message and a link to 'View / Edit Your Profile'. Below these sections is a 'TASKS' section with a red border, containing a list of six tasks, each with a red 'X' icon and a due date.

Exhibitor Portal | Log Out | Task Progress | Convention Details | Technical Support

EVENT INFORMATION

Dates: Jun 30 - Jul 3, 2024 (Sun - Wed)

Location: The Hyatt Regency La Jolla at Aventine, San Diego, California

More Information: [Website](#)

YOUR INFORMATION

Park Test: User: Mack Park (0 logins)

FEEDBACK

We always welcome feedback and want to hear what you like and your suggestions. [Give feedback Now](#)

[View / Edit Your Profile](#)

TASKS (you have 6 tasks left to complete out of a total 6 assigned tasks)

- Registration Badges (task is due 4/5/2024)
- Purchase Additional Registrations (task is due 5/17/2024)
- Edit Your Profile (task is due 3/1/2024)
- Enter Your Company Details (task is due 3/1/2024)
- Upload Your Logo (task is due 3/1/2024)
- Upload Your Brochure (task is due 3/1/2024)

Click on **each task** and **follow the steps** to complete the tasks. As tasks are completed, a green check mark will replace the red X. Complete all tasks as soon as possible to prepare for the conference!

That's it! Thank you for signing up to be a sponsor! We appreciate your support and look forward to working with you!