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.

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.
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.

2. Enter the information for the 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.

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.

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.

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.

<table>
<thead>
<tr>
<th>Sponsorship Description</th>
<th>New</th>
<th># Available</th>
<th># Available For You</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Full Conference or 2 Student Registrations</td>
<td>50</td>
<td>10 / 10</td>
<td></td>
<td>$600</td>
</tr>
<tr>
<td>1 registration + partial travel stipend</td>
<td>100</td>
<td>10 / 10</td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>1 registration + airfare</td>
<td>100</td>
<td>10 / 10</td>
<td></td>
<td>$2,000</td>
</tr>
<tr>
<td>1 registration + accommodations + airfare</td>
<td>100</td>
<td>10 / 10</td>
<td></td>
<td>$2,000</td>
</tr>
</tbody>
</table>

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.
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.

<table>
<thead>
<tr>
<th>Option</th>
<th>Quantity</th>
<th>Coverage</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Page Advertisement</td>
<td>5 / 5</td>
<td>1 / 1</td>
<td>$800.00</td>
</tr>
<tr>
<td>Half Page Advertisement</td>
<td>10 / 10</td>
<td>1 / 1</td>
<td>$450.00</td>
</tr>
<tr>
<td>Quarter Page Advertisement</td>
<td>10 / 10</td>
<td>1 / 1</td>
<td>$250.00</td>
</tr>
<tr>
<td>Digital Advertisement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDF Document on Portal</td>
<td>5 / 5</td>
<td>1 / 1</td>
<td>$500.00</td>
</tr>
<tr>
<td>Logo on Website</td>
<td>100 / 100</td>
<td>1 / 1</td>
<td>$250.00</td>
</tr>
<tr>
<td>Text Bag Bites</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item in tote bags or on resource table</td>
<td>100 / 100</td>
<td>1 / 1</td>
<td>$500.00</td>
</tr>
<tr>
<td>Diamond Level Only (3)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Bag</td>
<td>4 / 4</td>
<td>1 / 1</td>
<td>$30.00</td>
</tr>
<tr>
<td>Exhibitor Hall</td>
<td>1 / 1</td>
<td></td>
<td>$30.00</td>
</tr>
</tbody>
</table>
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**.
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.
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.

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

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

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.
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.

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

To: conference@collegiaterecovery.org
Cc: Mack

#ARHE2024, #ARS2024, #AAPG2024

2024 ARHE/ARS/AAPG Annual Conference
June 30th - July 3rd, 2024

Dear Mack,

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

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

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

URL: https://www.conferencemaster.com/harvester/exposlogin.asp?EventKey=Y3P4UUX
Username: mark@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 Castelli 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.castelli@collegiaterecovery.org or Mack at mack@collegiaterecovery.org.

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

We will follow up with instructions regarding your specific package.

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Complete sponsorship tasks

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

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!