



ARHE
ASSOCIATION OF RECOVERY IN HIGHER EDUCATION



2025 ARHE/ARS/AAPG
Annual Conference

Sponsorship Registration Guide



Sign up as a new user.

Click [here](https://www.conferenceharvester.com/harvester2expw/login.asp?EventKey=GZMSQBTJ&UserEmail=&UserPassword=&User=&BoothNumber=) to launch the portal or copy/paste the following URL:
<https://www.conferenceharvester.com/harvester2expw/login.asp?EventKey=GZMSQBTJ&UserEmail=&UserPassword=&User=&BoothNumber=>



Welcome to the 2024 ARHE/ARS/AAPG Exhibit & Sponsorship Portal

Purchase 2025 Exhibit Space & Sponsorships:
If you have not yet signed up to become an exhibitor or sponsor, simply begin by selecting the "Click to Start" button below!

For existing exhibitors and sponsors, login to the exhibit and sponsor management portal by entering your email address and the access key that was sent to you in the confirmation email.

Questions? Exhibitor Portal Coordinator: Kristina Canfield - kristina.canfield@collegiaterecovery.org / (740) 274-9100

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 Continue

Personal Details	Mailing Address	Contact Details
Prefix: <input type="text"/>	Address Line 1: <input type="text"/>	Office: 5195638690 *
First Name: Mack *	Address Line 2: <input type="text"/>	Cell: <input type="text"/>
Middle Initial: <input type="text"/>	Address Line 3: <input type="text"/>	Fax: <input type="text"/>
Last Name: Park *	City: Windsor *	Email: mack@collegiaterecor *
Suffix: <input type="text"/>	State / Province: Ontario *	
Pronoun: <input type="checkbox"/> he/him/his	Zip / Postal Code: N9B3P4 *	
<input type="checkbox"/> she/her/hers	Country: Canada *	
<input type="checkbox"/> they/them/theirs		
<input type="checkbox"/> Self-describe:		

Professional Information

Position:

Institution / Organization / Company: MPark Test

2. 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

Please choose a sponsorship level from the list below. If you prefer to just exhibit, select the 'Exhibitor' option. We have three tiers of exhibitor pricing: Corporate Non-Member (\$2500), Corporate Member (\$1500), and Non-profit (\$1500). On the next page, you will be able to select your booth space.

Prices are dependent on the sponsored item selected. The selected sponsor level here corresponds to the benefits that will be received.

General sponsorship ranges: Bronze = \$3,000-\$4,000
Silver = \$6,000-\$8,000
Gold = \$9,000-\$11,000
Ruby = \$12,000-\$14,000
Diamond = \$15,000-\$20,000
Platinum = \$25,000+

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

Sponsorship Levels

Gold (\$0)

Benefits

	Platinum \$0 3/3 Available	Diamond \$0 5/5 Available	Ruby \$0 5/5 Available	Gold \$0 6/6 Available	Silver \$0 20/20 Available	Bronze \$0 20/20 Available	Exhibitor (Corporate Non-member) \$2,500	Exhibitor (Corporate Member) \$1,500	Exhibitor (Non- profit) \$1,500 10/10 Available
Registration									
Registrations	1	1	1	1	1	1	1	1	1
Exhibit Space									
In-person Exhibitor Table	2	2	2	2	1	1	1	1	1
Virtual Exhibit Space in App	✓	✓	✓	✓	✓	✓	✓	✓	✓
Electricity	✓	✓	✓	✓					
Pre-Event Marketing									
Logo on Website	✓	✓	✓	✓	✓	✓			
Sponsorship Tier Social Media Post	2	2	2	2	2	1			
Featured Social Media Post	2	2	2	1					
Newsletter Write-Up	✓	✓							
Onsite Marketing									
Logo in Program	✓	✓	✓	✓	✓	✓			
Onsite Signage	✓	✓	✓	✓	✓	✓			
Premium Onsite Signage	✓	✓	✓	✓					
Full Page Ad in the Onsite Program	✓	✓	✓	✓					
1/2 Page Ad in the Onsite Program					✓				
Event Website Side Banner Advertisement				✓	✓				
Event App Top Banner on Page Advertisement			✓						
Event App Tile Screen Advertisement		✓							
Event Mobile App Splash Screen	✓								
Session Presentation									
Sponsored 60-minute Session			✓	✓					
Sponsored 90-minute session		✓							
Sponsored 90-minute dedicated session	✓								
Post-Event									
Conference Attendee List	✓	✓	✓	✓	✓	✓			

Note: The sponsorship price range is listed in the text above; you will select the sponsored item shortly which will dictate the price.

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

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. Platinum Level

- Sponsor Lunch (One Day) (x3 available)
 - Note: Lunch will not be served if not sponsored.

2. Diamond Level

- Keynote Session (x4 available)
- Welcome Event (x1 available)

Booth Selection | Cancel Exhibitor Process | Progress ██████████ | Conference Details | Technical Support

Sponsor Level Options & General Marketing Opportunities

Continue

Please select the sponsorship level item. The price reflects the total sponsorship and sponsored item fee.

Please choose one of the available branding packages from your pre-selected participation level in the designated section below. Differences in costs at each level are reflective of the real costs to purchase the sponsored item. Items purchased will be co-branded as long as logos and branding assets are provided to ARHE before May 26, 2025 at the latest.

Please note that the conference planning committee has allowed for sponsored items outside of the conference budget. Therefore, sponsored items below that have not been selected and paid for may not be included in the conference. You will be charged for each item, however, if you purchase more than one item, we will upgrade your sponsorship to reflect the total sponsorship range paid, regardless of the sponsorship level attached to the item(s).

General Advertising - Open to All Sponsors The general advertising are add-ons to current packages. Please double check what your sponsorship package already includes. You do not need to purchase items already included in your package.

Sponsorship	New	# Available	# Available for You	Fee	
Platinum (1)					
Platinum - Sponsored Lunch (One Day)		3 / 3	1 / 1	\$25,000.00	ADD
Diamond (2)					
Diamond - Keynote Session		4 / 4	1 / 1	\$15,000.00	ADD
Diamond - Welcome Event		1 / 1	1 / 1	\$20,000.00	ADD

0 Items Selected
30 Total

335 days until the conference

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Scroll down.

Select sponsor-level options.

3. Ruby Level

- Exhibit Hall Sponsorship (x1 available)
- Entertainment Event (x3 available)
- Awards Ceremony (x1 available)

4. Gold Level

- Branded Water Bottles - *given to each attendee* (x1 available)
- Branded Swag Bags - *given to each attendee* (x1 available)
- Buffet Hot Breakfast (One Day) (x4 available)

5. Silver Level

- Small Swag Item (Varies; your choice with ARHE's support) - *given to each attendee* (x5 available)
- Conference Badges - logo printed on every badge (x1 available)
- Branded Session Notebooks - *given to each attendee* (x1 available)
- Branded Battery-operated Fan - *given to each attendee* (x1 available)
- Coffee Break (30 mins.) (x6 available)
- Snack Break (30 mins.) (x6 available)

Ruby (3)				
Ruby - Exhibit Hall Sponsorship	1 / 1	1 / 1	\$12,000.00	ADD
Ruby - Entertainment Event	3 / 3	1 / 1	\$13,000.00	ADD
Ruby - Awards Ceremony	1 / 1	1 / 1	\$14,000.00	ADD
Gold (3)				
Gold - Branded Water Bottles	1 / 1	1 / 1	\$9,000.00	ADD
Gold - Branded Swag Bags	1 / 1	1 / 1	\$10,000.00	ADD
Gold - Buffet Hot Breakfast (One Day)	4 / 4	1 / 1	\$11,000.00	ADDED
Silver (6)				
Silver - Small Swag Item (Varies)	5 / 5	1 / 1	\$6,000.00	ADD
Silver - Conference Badges	1 / 1	1 / 1	\$6,500.00	ADD
Silver - Branded Session Notebooks	1 / 1	1 / 1	\$7,000.00	ADD
Silver - Branded Battery-Operated Fan	1 / 1	1 / 1	\$8,000.00	ADD
Silver - Coffee Break (30 min.)	6 / 6	1 / 1	\$8,000.00	ADD
Silver - Snack Break (30 min.)	6 / 6	1 / 1	\$8,000.00	ADD

Select sponsor-level options.

6. Bronze Level

- Bronze Supporter (x10 available)
 - *Note: This is the minimum level to receive an attendee list*
- Conference Contest (x3 available)
- Volunteer T-Shirts (x1 available)
- Wellness Room (x1 available)
- Sensory Room (x1 available)

7. Exhibitor

- Exhibit Space Only; *please select this if you are purchasing an exhibit booth and not any of the sponsorship options.*

Bronze (5)				
Bronze Supporter	10 / 10	1 / 1	\$3,000.00	ADD
Bronze - Conference Contest	3 / 3	1 / 1	\$3,500.00	ADD
Bronze - Volunteer T-Shirts	1 / 1	1 / 1	\$4,000.00	ADD
Bronze - Wellness Room	1 / 1	1 / 1	\$4,000.00	ADD
Bronze - Sensory Room	1 / 1	1 / 1	\$4,000.00	ADD
Exhibitor (1)				
Exhibitor Space Only	30 / 30	1 / 1	\$0.00	ADD

General Marketing Add-ons- *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.*

General Marketing Add-Ons (3)				
Full Page Advertisement	5 / 5	1 / 1	\$800.00	ADD
Half Page Advertisement	5 / 5	2 / 2	\$450.00	0
Quarter Page Advertisement	5 / 5	2 / 2	\$250.00	0

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.

The screenshot displays an 'Order Summary' section with a gear icon. It lists two items: 'Sponsorship Levels: Gold' for \$0.00 and 'Gold + Buffet Hot Breakfast (One Day)' for \$11,000.00. Below these is a horizontal line, followed by 'Order Total' in USD for \$11,000.00. A dropdown menu is open, showing 'Full payment: \$11,000.00' and a payment method dropdown currently set to 'Credit Card'. The dropdown menu lists four options: 'Credit Card' (highlighted in blue), 'E-Check', 'Check', and 'Purchase Order'. Below the dropdown is an 'Optional Discount Code' field with an 'Apply Discount' button.

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	Address
Verification (CCV security # on credit card)	City
Expiration Month	State / Province
Expiration Year	Zip / Postal Code
Name on card	Country

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	Mack
Last Name	Park
Email Address	mack@collegiaterecovery.org
Office Phone	(519) 563-8690
Financial Contact	

←

Review and submit.

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

Payment Information | Cancel Exhibitor Process | Progress | Conference Details | Technical Support

Review Your Order

Company Name
Test Company

Booth Coordinator
Mack Park (mack@collegiaterecovery.org)

Sponsorship Levels
Gold: \$0

Sponsor Level Options & General Marketing Opportunities
Gold - Buffet Hot Breakfast (One Day): \$11,000

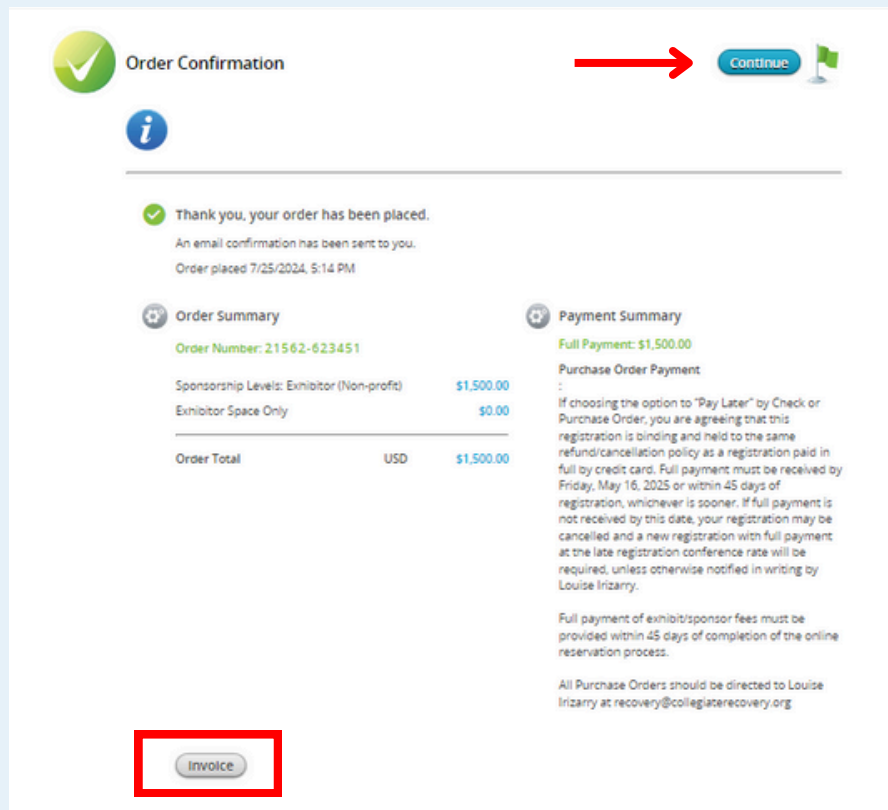
Booth Selection
No booth selected

Order Summary	Payment Information
Sponsorship Levels: Gold \$0.00	Full Payment: \$10,500.00
Gold - Buffet Hot Breakfast (One Day) \$11,000.00	Billing Details
<hr/>	Purchase order payment
Sub Total USD \$11,000.00	Financial Contact
Order Discount USD (\$500.00)	Mack Park:
<hr/>	mack@collegiaterecovery.org
Order Total USD \$10,500.00	(519) 563-0690

Refund and Payment Policy
I have read and understand the Refund and Payment Policy.

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.


Exhibitor Portal Conference Details | Technical Support

[Print](#) [Email](#) [PDF](#) [Word](#)

INVOICE

2025 ARHE/ARS/AAPG Annual Conference
June 25-29, 2025
Hilton New Orleans Riverside
New Orleans, Louisiana

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



ARHE
ASSOCIATION OF RECOVERY IN HIGHER EDUCATION

Company: Test Company	Contact: Mack Park
	Email: mack@collegiaterecovery.org
	Phone: (519) 563-8890
	Invoice Number: 21562-148658
	Exhibitor Number: 623451
	Invoice Date: 7/25/2024

Booth Information

Booth Number	Size (in Feet)	Sq. Ft.
0	0	0

Financial Summary

Charges		Payments	
Exhibit Space: Booth 0	\$0.00	7/25/2024	Purchase Order (not yet received) \$1,500.00
Sponsorship Levels: Exhibitor (Non-profit)	\$1,500.00		
Sponsor Items: Exhibitor Space Only	\$0.00		
Total	USD \$1,500.00		

Balance: \$1,500.00

Due by Sunday, September 8, 2024:
\$1,500.00

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: Kristina Canfield; ARHE Conference

Thu 2024-07-25 5:14 PM

Reply Reply All Forward



Dear Mack Park,

Thank you for purchasing a booth/sponsorship for **Test Company**.

Company: **Test Company**
Booth Preference:

[Invoice](#)

Login to the Exhibitor and Sponsorship Management Portal to complete tasks:
[2025 ARHE/ARS/APG Annual Conference Site](#)

URL: <https://www.conferenceharvester.com/harvester2expwlogin.asp?EventKey=GZMSQBTJ>

Username: mack@collegiaterecovery.org

Password (Access Key): QUDGKPLF

We are excited to have you joining us this year 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 a dashboard with three main sections: EVENT INFORMATION, YOUR INFORMATION, and FEEDBACK. Below these is a TASKS section with a red box highlighting a list of 9 tasks. Each task has a red 'X' icon and a due date.

EVENT INFORMATION  **YOUR INFORMATION**  **FEEDBACK** 

EVENT INFORMATION
📅 Dates: Jun 25 – 29, 2025 (Wed — Sun)
📍 Location: Hilton New Orleans Riverside
New Orleans, Louisiana
🔗 More Information: [Website](#)

YOUR INFORMATION
🏢 Test Company:
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](#)
[Invoice](#)

TASKS (you have 9 tasks left to complete out of a total 9 assigned tasks) 

- ✘ [Registration Badges \(Assign In-person Registrations\)](#) (task is due 6/9/2025)
- ✘ [Purchase Additional Registrations \(if needed\)](#) (task is due 6/9/2025)
- ✘ [Edit Your Profile](#) (task is due 6/9/2025)
- ✘ [Enter Your Company Details](#) (task is due 5/26/2025)
- ✘ [Upload Your Logo](#) (task is due 5/26/2025)
- ✘ [Scavenger Hunt Questions](#) (task is due 5/26/2025)
- ✘ [Purchase Electricity \(if needed\)](#) (task is due 5/26/2025)
- ✘ [Shipping Items](#) (task is due 5/26/2025)
- ✘ [Virtual Exhibit Booth Resources](#) (task is due 6/9/2025)

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!