



2016 Biennial Conference on Chemical Education July 31 – August 4, 2016

Information for Exhibitors

The Biennial Conference on Chemical Education is an official meeting of the Division of Chemical Education of the American Chemical Society. BCCE draws the most proactive educators responsible for purchasing products and services for their K-12 and college chemistry classrooms and labs. The exhibition will provide your company with an opportunity to display your products to a group interested in improving their teaching of chemistry and providing effective learning opportunities for their students. Exhibitors are an important part of the Biennial Conference on Chemical Education. We invite you to purchase a booth at the 2016 BCCE. The exhibit space is located at the University Center Ballroom at the University of Northern Colorado. The Exhibitors will be up-close and personal with the BCCE participants, as we are planning events and activities to draw participants into the exhibit hall. For example, beverages and refreshments for exhibitors and conference participants will be available during the morning and afternoon break periods at the University Center.

Exhibit Schedule

Sunday, July 31	1:00 – 5:00 p.m.	Exhibit vendor set-up
	7:00 – 9:30 p.m.	Exhibit Opening Night*
Monday, August 1	9:30 a.m. – 6:30 p.m.	Exhibit Hall open*
Tuesday, August 2	9:00 a.m. – 3:00 p.m.	Exhibit Hall open*
	3:00 – 5:00 p.m.	Exhibit vendor vacates booth

****Booths must be staffed during these times***

Exhibit Space & Fees

We can provide space for 8' x 8' booths and 10' x 10' booths for exhibitors at varying prices as follows:

	8' x 8' Booths	10' x 10' Booths
Until December 31, 2015	\$1,000	\$1,150
January 1 – March 31, 2016	\$1,100	\$1,250
Beginning April 1, 2016	\$1,300	\$1,450

The 2016 BCCE will provide each booth with a basic set of materials:

- Booth with 8' high back drape and 3' high side drapes
- One skirted 2' x 6' table or 2' x 8' table (depending on booth size), two chairs, vendor sign and waste basket
- Customary electrical connections

Exhibitors needing additional items or materials other than those provided will need to contract with our exposition service contractor at the exhibitor's expense.

Each booth fee will include two (2) 2016 BCCE exhibitor's registration badges and conference materials for employees of the exhibitor working at the booth. You will receive email notification in Spring 2016 with information on registering your on-site personnel. Exhibitors may present one paper or poster or two workshops. Additional exhibitor staff badges for those who are not presenting may be purchased for \$200 each. Conference rooms will be available at \$100/hour for companies wishing to meet with groups of BCCE participants. All exhibitors are invited and encouraged to attend plenary sessions, social events, paper presentations, and the posters sessions as their schedule permits.

The Exhibitor's Hall will be locked and secured during the closed exhibit hours. Exhibitors may access the room one (1) hour prior to regular exhibit hours. Exhibitors are required to take down their booths starting at 3 p.m. on Tuesday, August 2, 2016. Some carts will be available to help to move your equipment and materials.

Exhibitors are encouraged to communicate with the Exhibit Chair with respect to the booth location and proximity to other vendors. The conference planners reserve the right to modify location and space of booths as necessary. Booth space will be assigned on a priority basis by date of receipt of the complete exhibit packet.

Advertising & Sponsorship Opportunities

Exhibitors will be listed in the pocket guide and on the BCCE 2016 website. To further increase your presence and exposure during the conference, please consider an additional sponsorship or advertisement.

Opportunities to sponsor hospitality, promotions or scholarships at various levels are available. Full or half-page ads may be placed in the pocket guide. For further information, [click here](#).

Accommodations & Travel

Information concerning your travel and lodging accommodations for Greeley and the University of Northern Colorado can be found at the BCCE website at www.bcce2016.org.

Shipping Booth Equipment & Materials

Once payment has been received we will send you the information regarding shipping arrangements.

Cancellations

Cancellations, in writing to bcce2016@unco.edu, will be permitted up to March 1, 2016, with a \$50 cancellation fee. For cancellations postmarked after March 1, 2016 but before May 1, 2016, a fee of \$150 per booth space

will be assessed. After May 1, 2016, no booth fees will be refunded. If booth space is not occupied four (4) hours prior to the exhibit opening or the exhibit chairperson has not been notified, the exhibit chair shall have the right to use the space at their discretion. No refund will be made in this case.

To complete the Exhibitor Contract and Reservation form [click here](#).