

FROM MR. JOSE R. GONZALEZ
REGION II HEAD START ASSOCIATION
2024 VENDOR AND SPONSORSHIP CHAIR

March 19, 2024

Greetings,

You are cordially invited to the Region II Head Start Association's Annual Conference. The conference will be held October 28th through October 31st at the Westin at Frenchman's Reef in St. Thomas, US Virgin Islands.

For more information, including registration, sponsorship and exhibitor opportunities, please visit the conference website at region2headstart.org/2024

This year we are anticipating approximately 600-700 attendees at the conference. In reviewing the data from our past several conferences, we have found that around **57% of our conference attendees are in leadership positions within their organizations.** Typical attendee titles include: managers, directors, CEO, owner, and president. We are also seeing a noticeable uptick in attendance from individuals working in health and nutrition. **This means that a substantial portion of our attendees are decision makers** - and we want to help highlight your organization to them.

The enclosed pages provide additional information about the conference and the availability opportunities to support our work. If you would like to discuss other sponsorship levels or package or have any questions, please do not hesitate to reach out to info@region2headstart.org

We greatly appreciate your support and look forward to welcoming you to the US Virgin Islands!

Sincerely,



Jose R. Gonzalez

Region II Head Start Association
2024 Vendor and Sponsorship Chair



Region II 2024 Head Start Conference

EXHIBITOR AND SPONSORSHIP OPPORTUNITIES



Every year, the Region II Head Start Association comes together for our annual conference to share insight on the latest expertise in Early Childhood Education for Head Start providers. We are currently seeking vendors and sponsors for 2024 at our conference in St. Thomas, U.S.V.I. This is a great opportunity to showcase your products and services and meet potential clients, customers and agency decision makers. We are anticipating over 600 attendees at the conference this year.

Exhibitor Table - \$650

Purchase one 6ft x 18inches wide exhibit table to showcase your products and services to our attendees. Displays must be contained to the area purchased. The vendor table purchase gains admittance for 2 staff members as a vendor for the entire conference

Gold Sponsorship \$5,000



Gold Sponsorship includes:

- Your branding on conference signage and on the Region 2 conference website.
- Recognition on signage at each coffee and snack break.
- A three minute speaking slot at the opening session.
- Your company will be featured on 3 of the daily conference emails and on 2 of the app announcements
- A 6 foot x 18 inch exhibitor table with access to power
- Printed materials distributed at the registration desk
- Conference admission for up to 5 staff members

Silver Sponsorship \$3,500



Silver Sponsorship includes:

- Your branding on conference signage and on the Region 2 conference website.
- Recognition on signage at each coffee and snack break.
- Your company will be featured on 2 of the daily conference emails and on 1 of the app announcements
- A 6 foot x 18 inch exhibitor table with access to power
- Printed materials distributed at the registration desk
- Conference admission for up to 3 staff members

Bronze Sponsorship \$1,500



Bronze Sponsorship includes:

- Your branding on conference signage and on the Region 2 conference website.
- Recognition on signage at each coffee and snack break.
- Your company will be featured on 1 of the daily conference emails
- A 6 foot x 18 inch exhibitor table with access to power
- Printed materials distributed at the registration desk
- Conference admission for up to 2 staff members

Opening Night Reception \$4,000



Sponsor the opening night reception. This will be an evening cocktail / hors d'oeuvres gathering. Your signage will be included at this 1.5 hour event and your company branding will be included in the daily conference e-newsletter promoting the event. Your printed materials will be distributed at the registration desk and you will also receive 3 minutes to speak at the opening session - to welcome everyone to the conference and discuss your company / organization. Limited to 2 Sponsors.

Closing Session Sponsor \$2,500



Sponsor the closing session and help wrap up the conference. Your company logo/branding will be included on event signage. Your printed materials will be distributed at the registration desk and you will receive 3 minutes to speak at the closing session. Limited to 2 Sponsors.

Market in a fun and interactive way!



Back by popular demand, Region II has implemented a treasure hunt game through its conference app. Attendees and vendors love the excitement and interaction it facilitates. We welcome vendors and sponsors to market through app gamification. This will be done through the donation of game prizes.

Any vendor or sponsor who donates a prize will be featured in a QR code which attendees must scan in order to collect points which can later be turned in for prizes. Vendor QR codes will be placed at vendor tables so participants must visit the table to scan for points.

Want Extra Space and a Prime Location to Showcase Your Business? Book a VIP Booth

Region II is offering vendors the chance to book one of our exclusive VIP booths. VIP booths are located in areas that receive the highest amount of foot traffic, such as by the registration table on the third floor, ensuring vendors access to all attendees. VIP Booths range in size from 10ft x 12ft, to 12 x 12. VIP Booths are priced according to size and location.

The VIP Booths will be located on the third floor across from the Harbor View Ballroom by the Registration Table and in the area that attendees must walk through to exit registration. Participants must walk through this area daily to get to the breakout sessions and to the Harbor View Ballroom.

Region II 2024 Head Start Conference

EXHIBITOR AND SPONSORSHIP INFORMATION

Becoming an exhibitor or sponsor for the 2024 Region II Head Start Association is easy. Follow this guide to complete the process. We are looking forward to seeing you in St. Thomas!

Exhibitors

Purchase one 18 x 72 exhibit table to showcase your products and services to our attendees. Exhibitors will be permitted to set up at 12pm on Sunday, October 27th. Exhibitor hours are 8 am to 5pm on full conference days (Oct. 28-30). All items must be packed up no later than 12pm on October 31st. Displays must be contained to the area purchased. The vendor table purchase gains you admittance as a vendor for the entire conference.

Step 1

Fill out the application to be an exhibitor by clicking [here](#) or going to www.region2headstart.org/2024

Step 2

Once in the exhibitor application, select the option that you want to purchase. Options include the following:

- VIP Booth 1 or 2
- VIP Corner Booth 3

Descriptions and prices of the individual booths can be found at www.region2headstart.org/2024

Step 3

Follow the steps on screen to check out and select payment option. You may pay by credit card or check.

Checks must be sent to:

Region II Head Start Association
1069 W Broad Street
Suite 768
Falls Church, VA 22046

Step 4

You should be redirected to a page from here where you can select the booth that you would like. In order to finalize the process and guarantee yourself a booth, it is important that you complete this step of selecting a booth. Please note that you will only be able to select the type of booth that you have paid for.

Additionally, monitor your email. You should receive a welcome email. From that email, you can access your exhibitor portal. Once in your exhibitor portal, you can upload files such as your company logo. You can also select a booth through this portal if you have not done so already.

Sponsors

We have different sponsorship levels being offered this year. Gold, Silver, and Bronze levels include an exhibitor table. The Opening Night Reception Sponsor and Closing Session Sponsor can be purchased separately.

Step 1

We have streamlined our applications this year to make it easier on you! You will fill out the same application that exhibitors will fill out by clicking [here](#) or going to www.region2headstart.org/2024



Pay attention to the next steps, as sponsors will have additional steps to follow in the application.

Step 2- Gold, Silver, and Bronze Sponsors

Choose which level of sponsorship that you would like to purchase. Each level of sponsorship comes with a table. Gold and Silver Sponsorships are allowed one table with power. Bronze sponsorships are allowed one table with power. After checking out, you will be directed to a page where you will be able to select the individual table you would like off of the conference map.



Step 2- Reception and Closing Sponsors

If you would like to be an Opening Night Reception Sponsor or a Closing Session Sponsor, fill out the exhibitor application. There are options to select either of these sponsorships. Select the one you desire to purchase.



Step 3

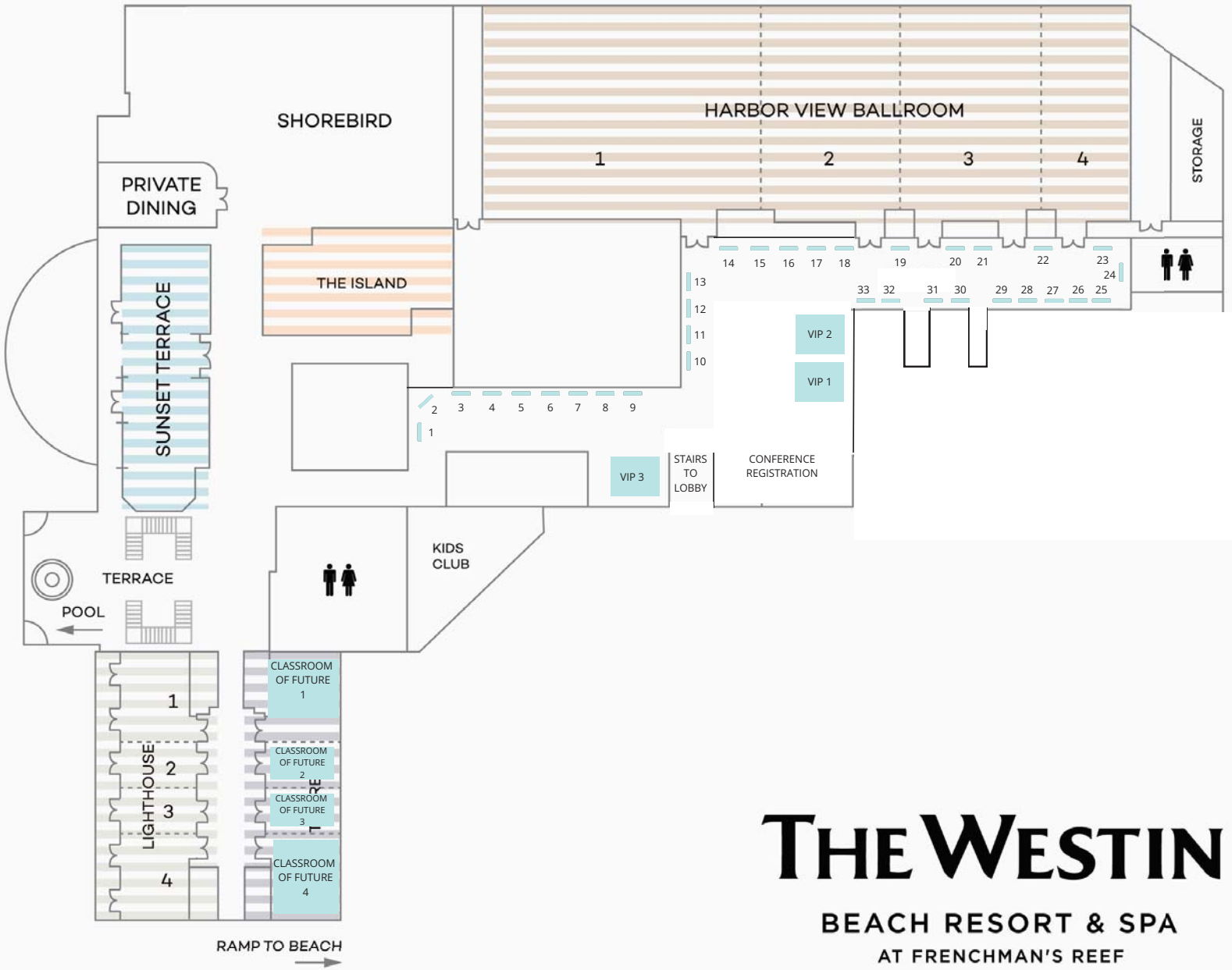
Finish the application and choose payment. Payment options are as shown in Step 3 for Exhibitors.

Step 4

Monitor your email. You should receive a welcome email. From that email, you can access your exhibitor portal. From your exhibitor portal, you can do things such as upload documents and your company logo. If your sponsorship comes with a booth, you can also select the booth from this exhibitor portal if you did not do so already.



Overview of Booth Locations / Conference Floorplan



THE WESTIN
 BEACH RESORT & SPA
 AT FRENCHMAN'S REEF



Classroom of the Future

We are excited to offer vendors an exclusive opportunity to showcase their products and provide live demonstrations and educational sessions.

If you are interested in participating, please contact us at info@region2headstart.org

Space is limited.



CONFERENCE AGENDA AT-A-GLANCE

OCTOBER 28 - 31, 2024
ST. THOMAS, US VIRGIN ISLANDS



Sunday, October 27

5:00pm Region 2 Head Start Board Meeting (Invited guests only)

Monday, October 28

7:00am Registration opens / Vendors can begin setting up

10:00 - 11:30am Morning Workshops

Lunch on your own

3:00 - 5:00pm Opening Session

5:15 -6:45pm Welcome reception

5:00pm Registration closes

Tuesday, October 29

7:00am Registration opens & Breakfast provided, vendor exhibits open

8:00 - 11:30am Director/Leadership Meeting (Invite Only)

8:00am 90-minute sessions begin

8:00am 180-minute workshops begin

9:30 - 10:00am Morning break

10:00am 90-minute sessions begin

11:30am Morning sessions end

11:30am - 1:00pm Lunch on your own

1:00pm 90-minute sessions begin

1:00pm 180-minute workshops begin

2:30 - 3:00pm Afternoon break

3:00pm 90-minute sessions begin

4:30pm Sessions end and Registration Closes

4:45 - 6:00pm Evening Plenary Session

6:00pm Taste of the Caribbean

Wednesday, October 30

7:00am Registration and vendor exhibits open

8:00am 90-minute sessions begin

8:00am 180-minute workshops begin

9:30 - 10:00am Morning break

10:00am 90-minute sessions begin

11:30am Morning sessions end

11:30am - 1:00pm Lunch on your own

1:00pm 90-minute sessions begin

1:00pm 180-minute workshops begin

2:30 - 3:00pm Afternoon break

3:00pm 90-minute sessions begin

4:30pm Sessions end

4:00pm Registration closes

5:30 - 9:30pm Awards Ceremony and Gala Dinner served to all attendees & dancing

Thursday, October 31

9:00am Closing session begins

Breakfast provided

12:00pm Conference ends

12:00pm Vendors must be packed up

Session & Workshop Topics

- Retention and Recruitment
- Financial / Fiscal
- Management / Leadership
- Parent / Community Engagement
- Early Childhood Development
- Emerging Issues
- Teaching / Learning Strategies
- Health and Safety

Register Today!

region2headstart.org/2024

PROCEDURES AND PROCESS FOR SHIPPING ITEMS

Please read the following information carefully if you are planning on shipping items to the hotel for your event. Being a hotel on a small island in the Caribbean means there are procedures that are necessary to understand and follow.

From the hotel standpoint, unfortunately we have very limited storage space. For this reason we ask that you do your best in scheduling the arrival of the items as close to your group arrival as possible. **We do charge a \$10.00 per box receiving, processing, handling and storage charge. Any boxes received more than 7 days in advance will be subject to a charge of \$2.00 per box, per day.**

In every case, please address each box in the following manner:

**REGION II HEAD START ASSOCIATION OCT 28 - 31
Attention: BRADLEY FISHER
5 Estate Bakkeroe
St.Thomas, VI 00802
Ph: 340-249-0100**

CLEARANCE OF CONVENTION PROMOTION MATERIAL

The U.S. Virgin Islands is considered an international destination when shipping to and from the islands via courier services **other than the U.S. Postal Services**. If you are using courier services, we recommend using either Fed Ex or DHL. Experience also tells us that the challenges occur when our clients have items dropped shipped, and that particular company chooses to use their normal means of shipping, and therefore does not follow the procedures outlined below. We encourage you to use this information provided to help ensure all of your items arrive in a timely manner.

To simplify the processing of articles temporarily entering the commerce of the U.S. Virgin Islands for convention related purposes, there are certain procedures that must be performed, no matter what means of shipping is used..

If you use FedEx or DHL (see other statements regarding the use of over-night carriers), they will advise you of the information required. No later than (2) weeks prior to the beginning date of the convention, a request will be made on the sponsor's letterhead in triplicate (see sample letter, Exhibit O) to the District Director of Customs. The letter must contain the following:

1. Convention name (including dates and location of convention within the U.S. Virgin Islands).
2. Purpose of Convention
3. Approximate number of attendees (600)

OF ATTENDEES: 600

Description of Merchandise

<u>Quantity</u>	<u>Description</u>	<u>Value</u>	<u>Country of Origin</u>
100	Beach Bags	\$1000	Taiwan
200	Beach Hats	\$450	Hong Kong

** The listed items are being brought into the U.S. Virgin Islands for free distribution to attendees at the above convention. Items will not be offered for sale and will be removed by participants when they leave the Virgin Islands.

Responsible Party in V.I.: Federal Express, DHL, UPS
St. Thomas, VI 00801
Telephone Number

Sincerely,
John Doe
Vice President of Operations
Telephone Number

Important -

- When shipping Federal Express or DHL or UPS, you must use International Airbills.
- **FedEx, UPS, and other "over-night" shippers, are NOT "over night" to St. Thomas. It is typically a 2 day process and NOTE, their offices on the island are closed on weekends and all holidays, and deliveries WILL NOT BE MADE.**

PLEASE NOTE! For all shipments, please have the name of the program and the program dates REGION II HEAD START ASSOCIATION, OCTOBER 28 - 31), and the name of your meeting planner (BRADLEY FISHER) on the shipping label. Please instruct all those you may have drop shipping to include this information as well.

THANK YOU!