



Microsoft 365 COMMUNITY CONFERENCE

Contact Nancy Debrizzi
Nancy@M365Conf.com
(203) 527-4160
9am - 5pm EST, M-F

EXHIBITOR & SPONSORSHIP OPPORTUNITIES

APRIL 30, MAY 1 & 2, 2024

Expo Days: April 30 & May 1

WALT DISNEY WORLD

Swan & Dolphin Resort

ORLANDO, FLORIDA

KEYNOTE & PANELS PRESENTED BY



JEFF TEPER

President – Microsoft
Collaborative Apps and
Platforms, Microsoft



KARUANA GATIMU

Principal Manager, Customer
Advocacy Group Microsoft
Teams Engineering, Microsoft



ADAM HARMETZ

Vice President of Product,
SharePoint & Viva,
Microsoft



DAN HOLME

Principal Group Product
Manager, Viva Engage,
Microsoft



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EXHIBITOR & SPONSORSHIP OPPORTUNITIES

Build Brand Awareness • Connect with Decision Makers • Network with Your Community

The Microsoft 365 Conference!

Jeff Teper, President – Microsoft Collaborative Apps and Platforms, invites you to join him in Las Vegas this upcoming May for **Microsoft 365 Community Conference 2024**. Our goal is to connect the community of expert solution providers with an extensive and growing community searching to discover the best solutions for their technical business challenges. #M365CC will showcase advancements in Microsoft Copilot, Entra, Azure Open AI, and Viva tools. Come discover proven practices and insights into the modern cloud, featuring Azure, Microsoft Teams, and the Power Platform. This year's event is focusing on the critical transition toward an AI-powered workplace. #M365CC comprises three audiences: the developers who build solutions, the IT pros who manage and integrate solutions, and the employees, business owners, and consultants who use solutions. Connect with new and existing customers from around the world. Share your product knowledge and solutions as you create new relationships. You'll have maximum opportunities for high-quality engagement with attendees, Microsoft leaders and community experts.

DIAMOND

\$85,000

Exclusive Opportunity to Co-Sponsor the Universal Attendee Party with Microsoft (limited to 2)

- 20' x 20' Exhibit Space, including (4) 6Ft Tables and (4) 500- watt power drops
- 3 Lead retrieval units
- 6 Full Conference passes (additional passes for employee or customers may be purchased at a discounted rate of \$1,300, limited to 12 additional passes)
- Branding at Universal Attendee Party
 - Logo on Airstar
 - Company name on drink ticket (Sponsor must be signed on by Friday, March 15, 2024)
- Logo on signage
- Branding at Opening Reception
 - Logo on cocktail napkin
 - Company name on drink ticket (Sponsor must be signed on by Friday, March 15, 2024)
 - Logo on signage
 - Branded photo booth backdrop
- Logo on two 8Ft towers
- Sponsor name on attendee bag (if signed on by Friday, March 15, 2024)
- Sponsor logo on lunch table tent cards
- Company provided flyer distributed at entrance of Opening Keynote
- 2 Attendee bag inserts
- Two-page color ad in Show Guide
- Logo and 200-word company description listed on conference website and Show Guide
- Two 1-hour technical speaking session (content must be technical and will compete with other sessions)
- Free Press Release/Announcement posted on the Microsoft 365 Community Conference website
- Promotion in Pre- and Post-Conference Emails: Included Logo, 50 word text, and link in pre, and post-show mail



EXHIBITOR & SPONSORSHIP OPPORTUNITIES

PLATINUM

\$42,500

- 10' x 20' Exhibit space with pipe and drape - including (2) 6' tables with two chairs and (4) 500-watt power drops
- 2 Lead retrieval units
- 5 Full Conference passes (additional passes for employee or customers may be purchased at a discounted rate of \$1,300, limited to 12 additional passes)
- Branding at Opening Reception
 - Company name on drink ticket (Sponsor must be signed on by Friday, March 15, 2024)
 - Logo on signage
- Logo on one 8Ft towers
- Sponsor logo on lunch table tent cards
- Sponsor name on attendee bag (if signed on by Friday, March 15, 2024)
- 2 Attendee bag inserts
- Two-page color ad in Show Guide
- Logo and 200-word company description listed on conference website and Show Guide
- One 1-hour technical speaking session (content must be technical and will compete with other sessions)
- 2 Free Press Release/Announcement posted on the Microsoft 365 Community Conference website
- Promotion in Pre- and Post-Conference Emails: Included Logo, 50 word text, and link in pre, and post-show mailer

GOLD

\$29,500

- 10' x 20' Exhibit space with pipe and drape - includes (2) 6' tables with two chairs and (2) 500-watt power drops
- 1 Lead retrieval unit
- 4 Full Conference passes (additional passes for employee or customers may be purchased at a discounted rate of \$1,300, limited to 12 additional passes)
- 1 Attendee bag inserts
- One-page color ad in Show Guide
- Logo and 150-word company description listed on conference website and Show Guide
- One 1-hour technical speaking session (content must be technical and will compete with other sessions)
- 1 Free Press Release/Announcement posted on the Microsoft 365 Community Conference website
- Promotion in Pre- and Post-Conference Emails: Included Logo, 50 word text, and link in pre, and post-show mailer

SILVER

\$17,500

- 10' x 20' exhibit space with pipe and drape - includes (1) 6' tables with two chairs and (2) 500-watt power drops
- 3 Full Conference passes (additional passes for employee or customers may be purchased at a discounted rate of \$1,300, limited to 12 additional passes)
- 1 Attendee bag inserts
- Half-page color ad in Show Guide
- Logo and 150-word company description listed on conference website and Show Guide



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EXHIBITOR & SPONSORSHIP OPPORTUNITIES

EXHIBITOR

\$8,100

- 10' x 10' exhibit space with pipe and drape, booth assigned in date order that contract is signed. Includes (1) 6' tables with two chairs and (1) 500-watt power drops
- 2 Full Conference passes (additional passes for employee or customers may be purchased at a discounted rate of \$1,300, limited to 12 additional passes)
- Logo and 100-word company description listed on conference website and Show Guide

PROMOTIONAL MARKETING OPPORTUNITIES

T-SHIRT SPONSORSHIP

\$15,000

(ONE EXCLUSIVE OPPORTUNITY) Great Opportunity to Co-Brand your company through attendee visibility. Sponsorship includes customized logo on t-shirt given to all attendees. Your customized logo will be located on the upper back of the t-shirt.

AFTERNOON ICE CREAM BREAK

\$10,000

(CHOOSE YOUR DAY, TWO OPPORTUNITIES) Company logo on napkins and on signage at break.

BRANDED LANYARDS

\$15,000

(ONE EXCLUSIVE OPPORTUNITY) Your company name will be displayed on attendee lanyard, in black or white.

CHARGING STATION

\$10,000

(ONE EXCLUSIVE OPPORTUNITY) What an amazing way to keep your brand in front of attendees. Show management will produce an imprint of your logo or image on the charging station signage. When they are running out of power, here you come to the rescue!

BRANDED COFFEE BREAK

\$10,000

(CHOOSE YOUR DAY, THREE OPPORTUNITIES) Company logo on coffee cup sleeve and signage at break.

EXHIBIT/SPONSOR CONTRACT

Microsoft 365 Community Conference

Expo Days: April 30 & May 1, 2024 • Walt Disney World Swan & Dolphin Resort • Orlando, FL

Please return completed contract to Nancy@M365conf.com to reserve booth space.

I WOULD LIKE TO REGISTER TO SPONSOR/EXHIBIT:

- | | | |
|--|---|---|
| <input type="checkbox"/> Diamond \$85,000 | <input type="checkbox"/> Exhibitor \$8,100 | |
| <input type="checkbox"/> Platinum \$42,500 | <input type="checkbox"/> Promotional Marketing Opportunities: | |
| <input type="checkbox"/> Gold \$29,500 | <input type="checkbox"/> T-Shirt Sponsorship \$15,000 | <input type="checkbox"/> Afternoon Ice Cream Break \$10,000 |
| <input type="checkbox"/> Silver \$17,500 | <input type="checkbox"/> Branded Coffee Break \$10,000 | <input type="checkbox"/> Charging Station \$10,000 |

TOTAL: \$ _____

COMPANY INFORMATION: (PLEASE PRINT IN CAPS OR TYPE)

Company Name _____
Company Address _____
Contract Name _____
Street _____
City _____ State _____ Zip _____
Email _____
Cell _____

PAYMENTS: (Due no later than 30 days from signed contract and must be paid in full 30 days prior to the first day of show.)

- Check payable to 'M365 Conference'
- Credit Card:
- Visa Master Card Amex
- Name on Card _____
- Card # _____ Exp _____ CSV _____
- Card Holder Signature _____
- Wire Transfers. Contact Nancy (Nancy@M365conf.com) for details.

SUBMIT TO PAYMENT ADDRESS: M365 Conference, 37 Highridge Road, Middlebury, CT 06762

CANCELLATION / TRANSFER / PERMISSIONS:

You may transfer your sponsorship or exhibitor registration to the next event if you notify us 60 days in advanced. You may not cancel; our suppliers will only apply finds to future shows. If the event has to be moved due to unforeseen circumstances beyond our control, like a pandemic, we will automatically re-schedule and transfer your sponsorship to the next Microsoft 365 Community Conference.

BY SIGNING THIS CONTRACT, I HAVE READ AND AGREE WITH THE CANCELLATION POLICY AND CONFERENCE RULES AND REGULATIONS. Please note all contracts need to be approved for sponsorship.

Name _____ Date _____



CONFERENCE RULES AND REGULATIONS

BOOTH APPEARANCE

All exposed parts, including the back, of constructed displays must be finished to present an attractive appearance when viewed from the aisles or adjoining booths. Exhibitors using portable booths, such as pop-ups, will be required to provide side masking drape, at their own expense, if the finished display exposes an unfinished wall, electrical, etc.

BOOTH HEIGHT RESTRICTIONS

In-line booths:

- Back wall height may not exceed 8'
- Front 4' of the booth (sightline) may not exceed 4'

Booths that do not follow the regulations may be altered on-site at the exhibitor's expense.

BOOTH STAFFING

All vendors must have a minimum of one staff member at the booth for the duration of the official show hours. Please plan on having one staff member at your booth a minimum of 15 minutes prior to published show hours.

Under no circumstances should your booth be left unattended during open Exhibit Hall hours.

DISPLAY MATERIALS, GIVEAWAYS & PRESENTATIONS

All display materials must fit within the space allocated for your booth. This includes all presentation and demonstrations. No signs, literature, equipment, furniture or promotional items may be placed, distributed or posted outside the parameters of your booth space. If presentations to a group are planned, there must be adequate space provided within the booth to accommodate the audience, keeping aisle space free.

The audio volume of presentations must be kept at a level that will not interfere with or encroach on surrounding booths. Show Management reserves the right to control the volume coming from each booth.

Show Management will cease any activity by any Exhibitor that is considered objectionable for any reason, which may detract from the general character of the event or impacts other Exhibitors.

Due to tight security regulations, any giveaways that would be considered a potentially dangerous item will not be allowed on the Expo Hall floor. Examples include pocket knives, box knives, dart guns, laser pointers, etc. Please plan giveaways accordingly.

INSURANCE

Conference does not provide insurance for the exhibit hall.

Each exhibitor is liable for the following: the space the company occupies, visitors, theft and fire. Any kind of loss must be covered by the exhibitors' own insurance. This includes any equipment owned by an exhibitor and any equipment leased or rented by an exhibitor. Exhibiting companies are not required to submit proof of insurance to show management, but must be able to produce it if asked.

FOOD AND BEVERAGE IN EXPO HALL

Exhibitors may not dispense food and/or beverages of any kind, including bottled water, without written permission from Show Management.

PROMOTION

As an exhibitor/sponsor, you agree to promote this event to your customers via your website, newsletter, social media, etc.

EQUIPMENT

You will be responsible for your own computer equipment. This includes securing it, shipping it to the show, setting it up (hardware and software set-up), and dismantling/packing/shipping at the close of the show. All computer equipment (CPUs, printers, monitors, etc.) will be provided by the exhibitor at their own expense and responsibility. Technicians will not be available for assistance unless you order technical support. Please be sure to bring backup disks and software.

PRIVACY

Exhibitor will have a privacy policy in place governing its use of conference attendees' personally identifiable information that meets or exceeds all applicable laws, rules or regulations governing the use of such information. Exhibitor shall post its privacy policy in their booth in a manner that makes the privacy policy conspicuous and readily accessible to attendees if personally identifiable information is actually collected.

For the purpose of this section, "personally identifiable information" means any information (i) that identifies or can be used to identify, contact or locate the person to whom such information pertains or (ii) from which identification or contact information of an individual person can be derived. Personally identifiable information includes, but is not limited to: name, address, phone number, fax number, email address, social security number or other government-issued identifier, and credit card information.

ATTENDEE PROMOTIONS

Exhibitors and Sponsors are not eligible for special attendee promotions including (but not limited to): free hotel nights, hotel gift certificates and registration giveaways.

CODE OF CONDUCT

Information located at <https://m365conf.com/#!/conduct>