



2019 Annual Teachers & Administrators Conference

October 30- November 3, 2019

"Veni, Vidi, Didici"

I came, I saw, I learned



Exhibitor Schedule

Thursday, Oct. 31

11:00 Tables set-up.

18:30 Exhibits open for Reception

Friday, Nov. 1

8:30-16:45 Exhibits open

16:45 Excursion

Saturday, Nov. 2

8:30-16:45 Exhibits open

17:00 Exhibit breakdown

18:30 Buses depart for Gala dinner

Conference Hotel and Venue

Crowne Plaza Hotel Rome - St. Peter's.

Single Room 140€

Double room 150€

Rates:

Include breakfast and 10% tax.

Do not include City tax: € 6 per person per night. Children under the age of 10 years and Rome residents are exempt from payment.

Group booking code: MAI

www.crowneplaza.com/rome-stpeters

Book before 30th September 2019

Our members and exhibitors are an integral part of the conference, as well as supporters of MAIS, and we welcome all of you to Rome.

Members: \$335 // 300€

Non-Members: \$500 // 450€

Co-Delegate*: \$223 // 200€

**partner attending social events*

Table fee: \$250 // 225€

Registration fees are per person and include coffee breaks, lunches, welcome reception, cultural excursion, and the gala dinner & entertainment.

[Conference Registration Link](#)



Sponsorship & Advertising

The quality program draws delegates from the growing MAIS Membership as well as various local organizations and schools.

Sponsor appreciation is expressed

- Conference program (online & printed)
- Conference app
- Displayed in key locations onsite
- Preferential location of the exhibit table
- VIP dinner with Administrators
- Preferential seating at the Gala dinner
- Keynote sponsors will introduce speakers with the company logo



Sponsorship

Keynote Presenter

Saturday - \$2,500

Conference App - \$1,500

Welcome Reception - \$1,500

Opening Coffee Breaks

Friday - \$1,500 & Saturday - \$1,500

Afternoon Coffee Breaks

Friday - \$1,000 & Saturday - \$1,000

Lunches

Friday - \$1,500 & Saturday - \$1,500

Excursion - \$1,500

Gala Dinner - \$2,500

Gala Entertainment - \$1,500

Advertising

\$550 - includes both printed & online conference programs.

Printed Program: A4 horizontal

Ad size: 135 x 95 mm.

Online Program: A4 vertical

Choose either Ad size:

Full page 210 x 297 mm

Half page 210 x 148.5mm

Ads in color, with full bleed and minimum resolution (300 dpi).

Deadline for artwork: October 1, 2019

As a service to our supporting members, International Schools Services, Inc. (ISS) has been contracted to consolidate and ship all Conference materials being sent from the USA.

It is the responsibility of vendors who wish to use this service to comply with the following instructions. Failure to do so will result in materials not being shipped and/or extra charges.

THERE WILL BE ONE AIR FREIGHT SHIPMENT FOR THIS CONFERENCE.

ALL MATERIALS SHOULD BE ADDRESSED AS FOLLOWS:

MAIS-ROME
International Schools Services, Inc.
South Brunswick Industrial Park
114 Melrich Road, Suite K
Cranbury, NJ 08512

1. All materials must be sent pre-paid to the above address. WE ENCOURAGE YOU TO SHIP EARLY.
 - a. All items must be in the ISS warehouse by **September 27, 2019** to guarantee inclusion in the air shipment.
 - b. If a packing list/commercial invoice is not received at the above address by that date, ISS will furnish a commercial invoice at a charge of \$25.00 per invoice to each applicable vendor.
2. Your company name must appear clearly on the outside of each package.
3. A packing list/commercial invoice stating that materials are "EDUCATIONAL SAMPLES" must be attached to the outside of each box.
4. A copy of the packing list/commercial invoice clearly stating the number of boxes being shipped and the weight of each box **MUST BE SENT SEPARATELY TO:**

Terrie Marino
INTERNATIONAL SCHOOLS SERVICES INC.
PO BOX 5910
PRINCETON, NJ 08543
PHONE: (609) 452-0990 **email: TMARINO@ISS.EDU**

5. All cartons must have accurate weights listed on the outside of each carton, preferably on the label, when shipped to ISS. Failure to list accurate weights may result in higher shipment charges.

Neither ISS nor Conference takes responsibility for failure of the Post Office or UPS to deliver goods on time. Should any materials need to be returned to vendors because they were not received on time to be included in the shipment for this conference, there will be an additional handling charge of \$25.00 per carton.

ISS will furnish a billing statement to Conference based on the weight of each vendor's shipment and invoice preparation costs. MAIS will invoice you for the exact cost of shipping and import duty fees.