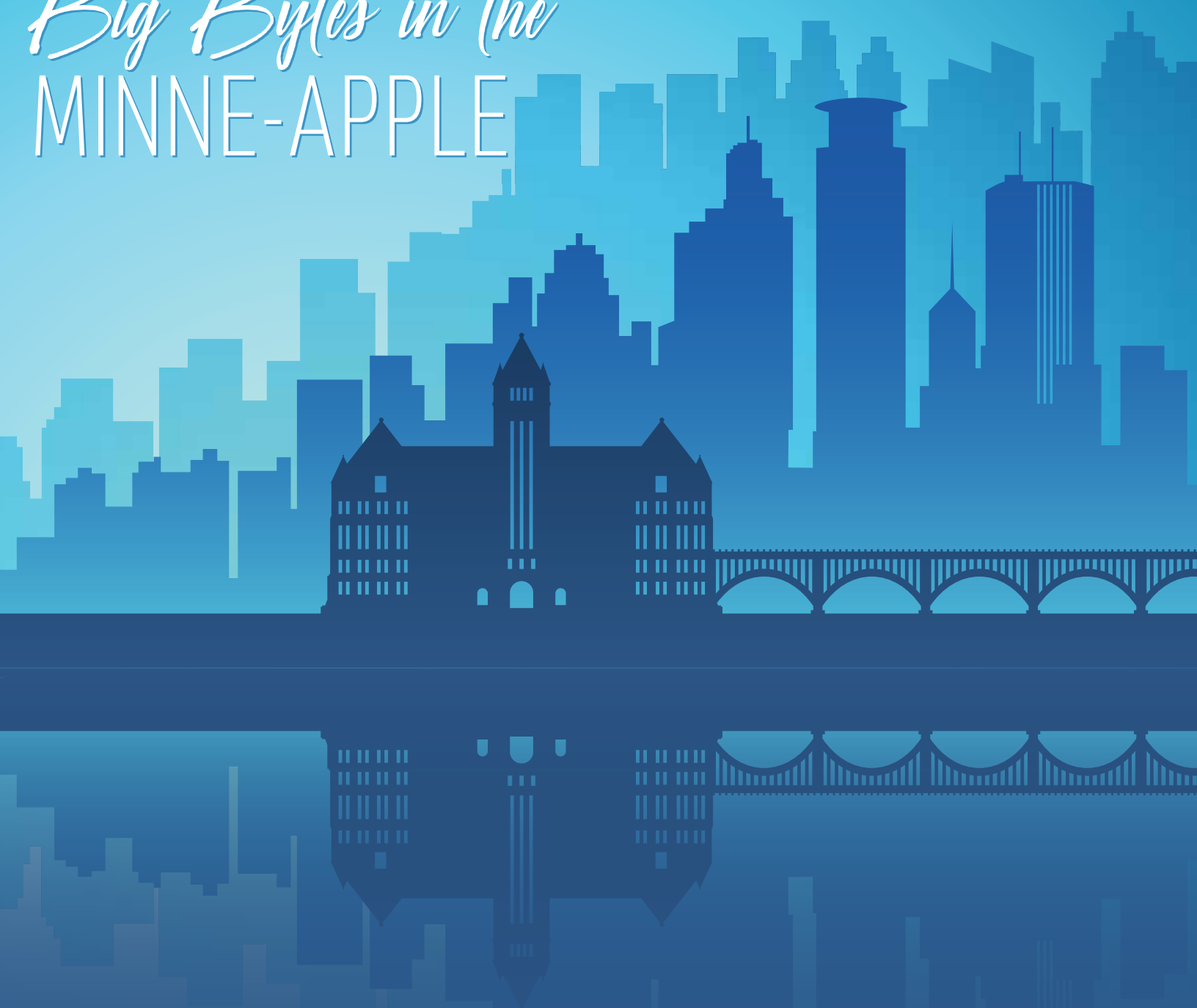


Big Bytes in the
MINNE-APPLE



STENOGRAPH | TECHNOLOGY | AGENCIES | REPORTERS

Minneapolis
STARCON19

LOEWS MINNEAPOLIS HOTEL | MINNEAPOLIS, MINNESOTA | OCTOBER 17-19, 2019

STARCON19

Big Bytes in the MINNE-APPLE

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July 2019

Dear Exhibitor Friend:

Stenograph | Technology | Agencies | Reporters (STAR) is hosting STARCON19 at the Loews Minneapolis Hotel, Minneapolis, MN, October 17-19, 2019. We welcome your participation as an exhibitor and/or sponsor. Enclosed are an exhibitor space request and the preliminary schedule for your use.

The cost for one (1) tabletop exhibit is \$625.00. The fee includes the following:

- One 6' table, draped and skirted
- Two chairs
- Continental breakfasts and refreshment breaks
- Recognition in Convention materials
- Two complimentary exhibitor representatives

Additional tables, at the rate of \$175.00 each, will be provided on a first-request, space-available basis, and only written, prepaid requests will be considered. Please arrange for additional tables in advance to avoid "surprises" during exhibitor set-up. Exhibitor space is limited, so we suggest you reserve your table(s) early to avoid missing this opportunity.

*Non-court reporting related companies: Please contact STAR Headquarters for pricing information.

TENTATIVE SCHEDULE (SUBJECT TO CHANGE)

THURSDAY, OCTOBER 17, 2019

8:00 am - 10:00 am	Exhibitor Move-In	10:30 am - 11:00 am	Refreshment Break with Exhibitors
10:00 am - 8:00 pm	Registration/Exhibits Open		
12:00 pm - 1:00 pm	Lunch on Own	12:30 pm - 1:30 pm	Lunch on Own
2:30 pm - 3:00 pm	Refreshment Break with Exhibitors	3:00 pm - 3:30 pm	Refreshment Break with Exhibitors
4:30 pm - 5:00 pm	Refreshment Break with Exhibitors	8:00 pm - 11:00 pm	STAR Lounge/Irv's Place
7:00 pm - 8:00 pm	Welcome Dinner with Exhibitors		
8:00 pm - 11:00 pm	STAR Lounge/Irv's Place		

SATURDAY, OCTOBER 19, 2019

FRIDAY, OCTOBER 18, 2019

7:00 am - 5:00 pm	Registration Open	8:00 am - 12:30 pm	Registration Open
7:00 am - 4:00 pm	Exhibits Open	8:00 am - 11:00 am	Exhibits Open
7:00 am - 8:00 am	Breakfast with Exhibitors	8:00 am - 9:00 am	Breakfast with Exhibitors
		10:30 am - 11:00 am	Refreshment Break with Exhibitors
		11:00 am	Exhibitor Move-out
		12:30 pm	Convention Adjourns

Rooms are available for STAR attendees at the Loews Minneapolis Hotel for the discounted rate of \$219 single/double (plus tax). This room rate is available until Friday, August 30, 2019, or until the block sells out, so please call to make your reservation today, 612-677-1100.

To reserve your table(s), please complete the enclosed Exhibitor Space Contract and mail it with your payment to STAR Headquarters. If you have any questions, contact STAR Headquarters 407-774-7880, fax 407-774-6440 or email awitt@kmgnet.com.



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Exhibitor Contract

LOEWS MINNEAPOLIS HOTEL | MINNEAPOLIS, MINNESOTA | OCTOBER 17-19, 2019

The undersigned (Type or print name): _____
Company: _____
Mailing Address: _____
City/State/Zip: _____
Email: _____
Telephone Number: _____ Fax Number: _____
Primary Contact Name: _____
Exhibit Personnel #1 (Name/City/State): _____
Exhibit Personnel #2 (Name/City/State): _____
Exhibit Personnel #3 (Name/City/State) (Additional \$100): _____
Exhibit Personnel #4 (Name/City/State) (Additional \$100): _____

The rules and regulations on page 4 become binding upon the signing of this contract between the Exhibitor, its agents, or employees and STAR. Exhibitor agrees to comply with all Americans with Disabilities Act regulations in the design and setup of the exhibit. Exhibitor further agrees to abide by all rules, regulations and restrictions outlined herein and to all conditions under which the exhibit area is provided to the Association. If Exhibitor wishes to have music at their booth, the Exhibitor must obtain a music license to do so. The Association reserves the right to arrange the floor plan however necessary to facilitate a successful traffic flow. The Exhibitor agrees to abide by specific exhibit setup and teardown schedule as arranged by the Association. In the event of fire, strikes, or other uncontrollable circumstances, the Exhibitor assumes entire responsibility for exhibit materials and equipment.

No prior or present agreements or representations shall be binding upon the parties unless included in this Contract. No modification or change in this Contract shall be valid or binding upon the parties unless in writing and executed by the party intended to be bound by it. Make checks payable to STAR and mail to STAR Headquarters.

Space will be provided on a first-come, first-served space-available basis and only written, dated requests received one month prior to date of convention will be considered. In the event an exhibitor needs to cancel, a refund minus an \$85.00 administrative fee will be given for cancellations received on or before August 30, 2019. No refunds will be given after August 30, 2019.

STAR reserves the right, in its sole and absolute discretion, to refuse exhibit space to any applicant, or to revoke the right to display and to eject from the exhibit hall (or any other area over which STAR exercises control), any person, business, exhibit or other exhibitor property.

- We will donate a door prize.
- We will sponsor or co-sponsor an event or item. (Please complete sponsor form on page 4.)

TABLETOP SPACE PRICE:

First Table - \$625.00 • Additional tables - \$175.00 each
 Special Advertising Package \$100.00 \$175.00

(Fee includes one 6' table, draped & skirted, 2 chairs, a listing of your firm in Convention materials, continental breakfasts, and refreshment breaks. TOTAL FEE FOR TABLES MUST BE PAID AT TIME OF CONTRACT SUBMISSION.)

Product or service to be displayed: _____

Competitor(s) from whom to be separated: _____

Contact name for further correspondence: _____

Check Enclosed Total \$ _____

Credit Card: Visa Mastercard AMEX

Amount Charged: \$ _____

Card Number: _____

Exp. Date: _____ CVV: _____

Cardholder Name: _____

Signature: _____

Credit Card Billing Address: same as above

Address: _____

City/St/Zip: _____

FOR STAR USE ONLY

Check for \$ _____ received _____

Check number: _____

Acceptance date: _____

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Sponsor Opportunities

LOEWS MINNEAPOLIS HOTEL | MINNEAPOLIS, MINNESOTA | OCTOBER 17-19, 2019

Streaming Sponsorship - \$1,500 (1 Available)

- Recognition on digital signage at STAR registration desk
- Recognition on registration website and in email communications
- 100 word marketing statement and link to company site on streaming site

Convention Bags Sponsorship - \$1,250 (SOLD)

- Recognition on digital signage at STAR registration desk
- Recognition on registration website and in email communications
- Sponsorship recognition post on the STAR Facebook Page
- Verbal recognition
- Sponsor to provide logo for imprinted convention bags
- One banner ad in one issue of the STAR e-newsletter

STAR Lounge Sponsorship - \$1,000 (1 Available)

- Recognition on digital signage at STAR registration desk
- Custom print signage at the STAR Lounge door
- Verbal recognition and 5 minutes of microphone time
- Recognition on registration website and in email communications
- Sponsorship recognition post on the STAR Facebook Page
- Host will wear a custom apron with your logo
- One banner ad in one issue of the STAR e-newsletter

Mobile App Sponsorship - \$1,000 (SOLD)

- Recognition on digital signage at STAR registration desk
- Recognition on registration website and in email communications
- Sponsorship recognition post on the STAR Facebook Page
- Logo featured in the header of the Mobile App, on instructional signage, on instructional flyer in registration kits, and in opening remarks instructions
- One banner ad in one issue of the STAR e-newsletter

"Cuppa Joe" Sponsor - \$750 (SOLD)

- Recognition on digital signage at STAR registration desk
- Recognition on registration website and in email communications
- Sponsorship recognition post on the STAR Facebook Page
- Each attendee will receive a \$5 Starbucks Gift Card with your company logo in their registration packets

Photographer Sponsorships - \$750 (SOLD)

- Recognition on digital signage at STAR registration desk
- Recognition on registration website and in email communications
- Sponsorship recognition post on the STAR Facebook Page
- All photos published on website & social media will recognize the sponsoring firm
- Photographer to wear custom t-shirt with sponsor logo

NEW Ask-a-Trainer Booth - \$500 (5 Available)

- Recognition on digital signage at STAR registration desk
- Recognition on registration website and in email communications
- Signage at Ask a Trainer Booth

Water Station Sponsorship - \$700 (SOLD)

- Recognition on digital signage at STAR registration desk
- Recognition on registration website and in email communications
- Sponsorship recognition post on the STAR Facebook Page
- Sponsor to provide logo for plastic cups

STAR Welcome Dinner Sponsorship - \$500 (4 Available)

- Recognition on digital signage at STAR registration desk
- Recognition on registration website and in email communications
- Sponsorship recognition post on the STAR Facebook Page
- Placards with company logo placed on dinner tables, recognition signage

Speaker Session Sponsorship - \$500 (6 Available)

- Recognition on digital signage at STAR registration desk
- Recognition on registration website and in email communications
- Sponsorship recognition post on the STAR Facebook Page
- Please note: Sponsorship is only available for general session.

"Fun" Ribbon Bar Sponsorship - \$350 (SOLD)

- Recognition on digital signage at STAR registration desk
- Recognition on registration website and in email communications
- "Fun" ribbon bar at the registration desk will feature signage with your company's name.

Breakfast Sponsorship - \$300 (11 Available)

- Recognition on digital signage at STAR registration desk
- Recognition on registration website and in email communications

Refreshment Break Sponsorship - \$200 (15 Available)

- Recognition on digital signage at STAR registration desk
- Recognition on registration website and in email communications

Mobile App Push Notifications - \$200 (10 Available)

- Recognition on digital signage at STAR registration desk
- Recognition on registration website and in email communications
- Custom "push" notification sent through Mobile App will feature your company, hot link to website, and up to 300 characters.

"Friend of STAR" Sponsorship - Any Amount (min. \$25)

- Recognition on digital signage at STAR registration desk
- Recognition on registration website and in email communications

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Sponsorship Form

LOEWS MINNEAPOLIS HOTEL | MINNEAPOLIS, MINNESOTA | OCTOBER 17-19, 2019

Proper recognition will be given to paid sponsors at the Convention. Please indicate your level of sponsorship. (Your sponsorship will be confirmed in writing.)

- Streaming Sponsorship - \$1,500 (1 Available)
- Convention Bags Sponsorship - \$1,250 (SOLD)
- STAR Lounge Sponsorship - \$1,000 (1 Available)
- Mobile App Sponsorship - \$1,000 (SOLD)
- "Cuppa Joe" Sponsor - \$750 (SOLD)
- Photographer Sponsorship - \$750 (SOLD)
- Water Station Sponsorship - \$700 (SOLD)
- **NEW**** Ask-a-Trainer Booth - \$500 (5 Available)
- STAR Welcome Dinner Sponsorship - \$500 (4 Available)
- Speaker Session Sponsorship - \$500 (6 Available)
- "Fun" Ribbon Bar Sponsorship - \$350 (SOLD)
- Breakfast Sponsorship - \$300 (5 Available)
- Refreshment Break Sponsorship - \$200 (11 Available)
- Mobile App Push Notifications - \$200 (10 Available)
- "Friend of STAR" Sponsorship - Any Amount (min. \$25)

Total Amount Sponsored: \$ _____

Payment must be received prior to Convention. Failure to do so will result in loss of sponsorship.

- Our check is enclosed. Make checks payable to STAR.
- Please charge our Mastercard Visa AMEX

Amount Charged: \$ _____ Card Number: _____

Exp. Date: _____ CVV Code: _____

Cardholder Name: _____ Signature: _____

Name of Company _____

Contact Name _____

Billing Address _____

City/State/Zip _____

Telephone _____ Fax _____

Email: _____

Return this form with payment to: STAR Headquarters, 222 S. Westmonte Drive, Suite 111, Altamonte Springs, FL 32714 or fax this form with credit card payment to STAR Headquarters at 407-774-6440. For additional information, contact the Exhibit Coordinator at 407-774-7880 or email: awitt@kmgnet.com.

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Exhibitor Rules & Regulations

LOEWS MINNEAPOLIS HOTEL | MINNEAPOLIS, MINNESOTA | OCTOBER 17-19, 2019

1. **Contract:** The following rules and regulations become binding upon acceptance of this contract between the applicant (Exhibitor) and his/her employees and STAR, the show sponsor.
2. **Exhibit Space Description:** Packages include one 6' table, two chairs, an ID sign, and two representative name badge. Up to two additional Exhibitor representatives may register at \$100 per person to attend. No walls, partitions, signs, or decorations may be erected which will interfere with the general view "down the aisle" or with other exhibits. If your pre-contained Exhibit Unit will not fit on your tabletop space you will be required to purchase a second booth or forego use of the oversized Exhibit Unit.

As per STAR Rules, all additional charges incurred including but not limited to electrical or internet services, and shipping are at the Exhibiting Company's expense.
3. **Space Assignment:** Booth locations will be assigned at the sole discretion of show management. Placement will be made based on receipt of payment in full, extent of sponsorship, order in which contracts were received, electrical needs and, if possible, separation of direct competitors. Management reserves the right to arrange the floor plan as necessary to facilitate a successful traffic flow.
4. **Adherence to Schedule:** Exhibitor understands that no move-ins or move-outs will be permitted other than in accordance with the schedule set forth in the schedule of events. In the event that STAR incurs additional expenses as a result of Exhibitor's failure to adhere to the move-in/move-out schedule, Exhibitor agrees to reimburse STAR for any such additional expenses. It is imperative that tables be properly manned during the posted hours. Booths are subject to modification prior to the Convention to adapt to necessary changes in Convention session times; however, all Exhibitors will receive adequate notice should this be necessary.
5. **Exhibit Hours and Disclaimer:** Exhibit space must be occupied during all exhibit activities of the Annual Convention as posted. This agreement is for the rental of the exhibit space only. STAR has not made and does not make any warranty of representation whatsoever, either expressed or implied, including but not limited to (1) the level of attendance at the Convention, (2) the number of meeting attendees who will visit any of the exhibits, or (3) whether any exhibit will be seen by persons having the authority to procure or commit to procure products or services being exhibited.
6. **Unoccupied Space:** STAR reserves the right, should any rented tables remain unoccupied after the first hour of the show's opening, to rent or occupy said space. Any person, partnership, or corporation engaging space who shall fail to make payment as herein provided shall thereby and thereupon forfeit all rights in and to the use of assigned space, and STAR shall have the right to dispose of such space in such a manner as it may consider to its interest without liability on the part of STAR.
7. **Payments and Refunds:** The total amount for exhibit space is due upon reserving of space and signing of the contract. In the event an Exhibitor cancels a contract, STAR must be notified in writing for refunds to be made. There will be an \$85.00 administration fee assessed for all cancellations received by August 30, 2019. No refunds will be issued for cancellations after August 30, 2019.
8. **Food Service:** STAR exhibit package includes tickets for one representative at all social events held during the Convention.
9. **Noisy and Obnoxious Equipment:** The operation of whistles or any objectionable device will not be allowed. After the show opens, noisy and unsightly displays will not be permitted. STAR reserves the right to restrict exhibits that may be objectionable or to order the removal of any portion of an exhibit which in the judgment of STAR is detrimental to or distracts from the general order of the exhibits. If Exhibitor wishes to have music at his space, the Exhibitor must obtain a music license to do so.
10. **Fire and Safety Regulations:** In order to comply with local fire ordinance requirements, all decorative material must be flame resistant. No volatile or flammable fluids, substances or materials of any nature prohibited by city fire regulations or insurance carriers may be used in any booth. All local regulations will be strictly enforced and the exhibitor assumes all responsibility for compliance with such regulations. Fire hose cabinets and fire exits must be left accessible and in full view at all times. Vendor agrees to comply with all Americans With Disabilities Act regulations in the design and set up of the exhibit.
11. **Indemnification and Limitation of Liability:** Exhibitor shall assume responsibility for damage to the Site and shall indemnify and hold harmless STAR, its employees, agents, officers, and directors and the Site for all liability ensuing from any cause whatsoever, including accidents or injuries to Exhibitor, its agents or employees. Exhibitor assumes full responsibility for any accident, injury or property damage to any person viewing its exhibit where such accident, injury or property damage is caused by negligence of exhibitor, agents or employees. All exhibit materials, equipment, and property of any kind that may be on licensed premises of the Site shall be the SOLE risk of the Exhibitor. In the event any Exhibitor's property is stolen, lost, destroyed or damaged, no part of such loss or damage is to be charged or borne by STAR or the Site. In addition, Exhibitor acknowledges that STAR and the Site do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damages insurance covering such losses by Exhibitor. Proof of insurance must be submitted with space agreement. Reasonable care should be exercised to protect all exhibits.
12. **Damage to Property:** Exhibitors are liable for any damage caused to the building, floor, walls, columns, or to standard booth equipment, or to other Exhibitors' property. Exhibitors must not apply paint, lacquer, adhesive, tape, Velcro, or any other coating to building, columns, floors, or to standard booth equipment.
13. **Public Policy:** Exhibitors are charged with the knowledge of all ordinances and regulations pertaining to taxes, health, fire prevention, customs, and public safety while participating in this show. Compliance with such laws is mandatory for Exhibitors and the responsibility of the Exhibitor.
14. **Use of Exhibit Space:** Exhibitors shall reflect their company's highest standards of professionalism while maintaining their exhibit space during show hours. No Exhibitor shall assign, sublet, or share exhibit space without the written permission of STAR.
15. **Prizes:** We request each Exhibitor donate a gift or gift card to be used as a door prize valued at \$50.00 or more (i.e., gift baskets, books, etc.). Door prize drawings will be held at various times during the Convention. Your company will be acknowledged as the provider of the door prize.
16. **Force Majeure:** In the event of fire, strikes, or other uncontrollable circumstances, STAR shall determine the amount of exhibit fees to be refunded.
17. **Electricity, Internet & Shipping:** All electrical, internet & shipping services will be provided through the Loews Minneapolis Hotel. Each exhibitor is responsible for the cost of electricity and internet at their booth. The electricity and internet order forms will be posted on the STAR Convention website, as well as individually sent to each exhibitor with their confirmation letters. Likewise, shipping of exhibit materials is the sole responsibility of the exhibitor, and all appropriate information, instructions and order forms will be posted on the Convention website, as well as individually sent to all exhibitors with their confirmation letters.
18. **Use of Space:** All signage must fit within the designated booth space provided by STAR. All signage must remain in the exhibit hall at all times.