40th Annual DISC Conference

DIOCESAN INFORMATION SOLUTIONS COMMUNITY

ORLANDO, FLORIDA

DISC 2024

EXHIBITOR PROSPECTUS

June 25-27, 2024
Loews Portofino Bay Hotel - Universal Studios
Orlando, FL

DISC
DIOCESAN INFORMATION SOLUTIONS COMMUNITY

An Invitation to Exhibit and Sponsor at...

Diocesan Information Systems Conference 2024

Join us for **DISC 2024,** sponsored by the Diocese of Orlando, at Loews Portofino Bay Hotel at Universal. DISC is the annual gathering of technology leadership for (Arch)Dioceses and affiliated institutions throughout North America. IT Directors, System Admins, Webmasters, and other Technology personnel will be coming to learn what innovations, products and best practices can benefit their organizations.

Who Should Exhibit?
Any company that has a product or service that will advance the capabilities of IT departments to support their organizations.

Why Exhibit?
Our membership is made up of IT decision makers from organizations across North America. They come to DISC to learn about new products and services they can bring back to their organizations to further their mission.

As an Exhibitor at DISC 2024, You Can Expect to...
- **Meet New Customers.** Our attendees are there to find new products and partners.
- **Build Relationships.** Exhibitors are invited to join attendees at meals, daily Catholic Mass and our annual outing. You're not just stuck at a booth!
- **Learn.** Exhibitors are also welcomed to sit in on any of our General and Breakout Sessions.
- **Visit with Existing Clients.** We're all about building relationships. Come spend time with your existing clientele as well.

A Sampling of Recent Exhibitors

- ACS Technologies
- Amazon Business
- Aplos Software
- Blackbaud
- Black Hills Information Security
- CDW
- Content Keeper
- Data Integrity Services
- DeSales Media Group
- Diocesan
- eCatholic
- FACTS Management
- Flocknote
- GiveCentral
- ImageNet Consulting
- Insight
- ITPartners+
- Martus Solutions
- Matrix MSP
- Our Sunday Visitor
- ParishSoft
- Plotbox
- Prenger Solutions Group
- PushPay
- Spectrum VoIP
- Tangent
- Tribunal Systems
- Vanco
- VersAlta

Hotel Info
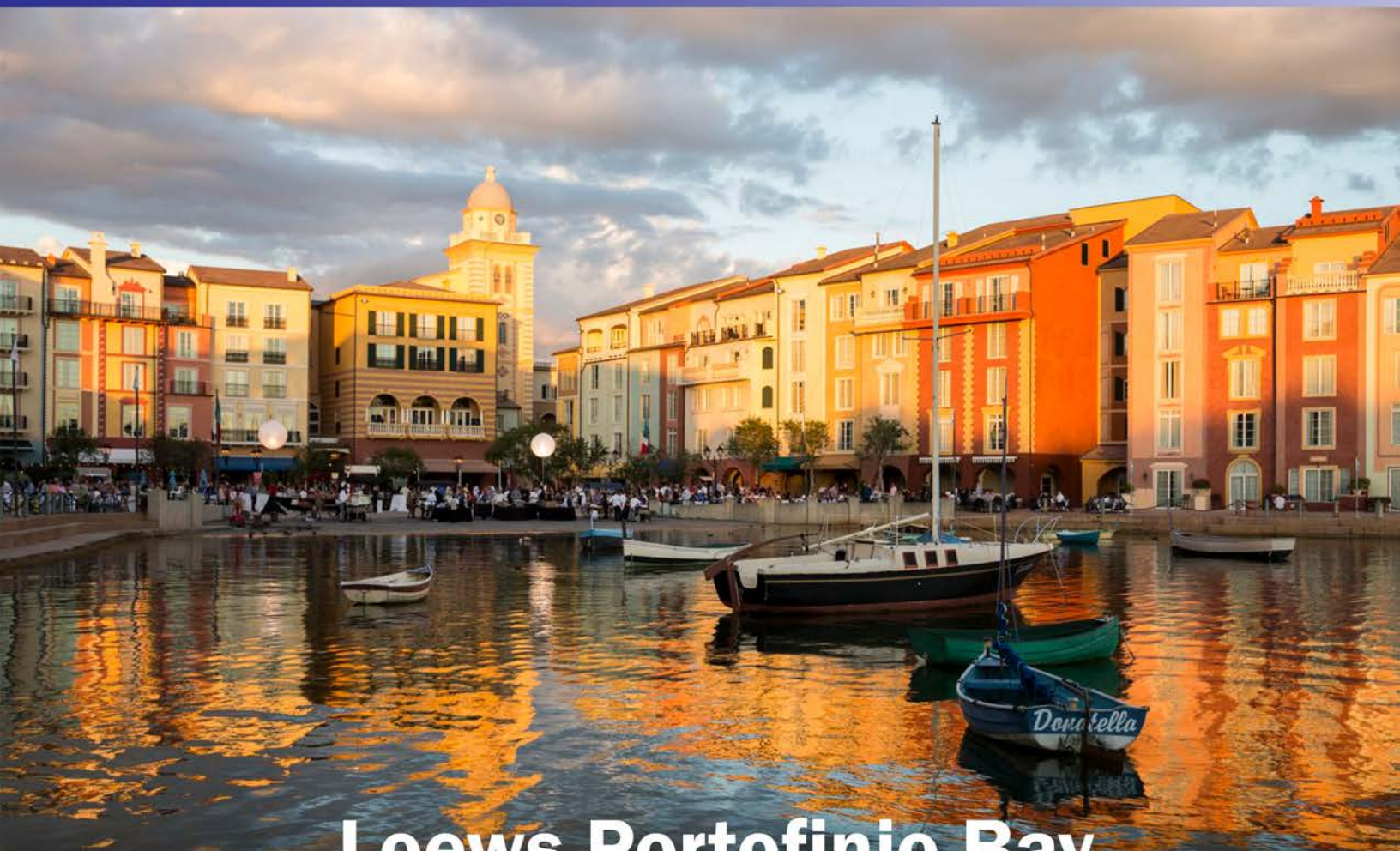
Loews Portofinio Bay
at Universal Orlando Resort
5601 Universal Boulevard, Orlando, FL 32819

Exhibitor Info

Exhibitor Eligibility Requirements

Products and services at DISC exhibits should feature emerging trends in information technology with a particular focus on the nonprofit and religious sectors.

10% discount to all returning exhibitors from last year!

Sponsorship Tiers	Regular Jan 1 – Mar 31	Late After April 1
Enterprise Exhibitor	$9,000	$9,500
Business Exhibitor	$5,500	$6,000
Non-Attending Sponsor	$1,000	$1,200

Tech Innovation Meets Universal Faith

We invite you to join us for three days of education, collaboration, and discovery at DISC 2024 in Orlando, Florida.

As an exhibitor, you will have the opportunity to interact with IT leaders from Dioceses and other Catholic Organizations from around North America. But you will not just be another booth in the Exhibit Hall. We encourage all our exhibitors to attend sessions that interest you, interact with attendees at meals, and even join us on our outing on Wednesday evening. At a DISC conference we want you to build relationships with our attendees, not just be stuck at a booth.

In addition to all the booth features at the conference, Exhibitors will be provided an exhibitor web page. This page will facilitate the posting of any exhibitor provided materials, be they pdfs, demo videos, etc., and will be accessible to all attendees. These pages will be available on our website until the DISC 2025 conference.

If you have any questions about the conference that is not covered in this Prospectus, please feel free to reach out to Marcus Madsen at mmadsen@board.discinfo.org .

We look forward to seeing you in Orlando, Florida!

Exhibitor Info

New for DISC 2024, we've streamlined our exhibitor tiers from three to two. Seeing as how each Diocese is a both a small/medium business (parishes) and enterprise (diocesan offices, Catholic Charities) we thought this would be a great way to name our Exhibitor Tiers. Business and Enterprise. Both are vital to the overall operation of a Diocese, and we could not conduct our mission without either.

The **Business Exhibitor** tier includes a standard booth in the exhibit hall and two (2) conference passes. A conference pass is your access to the conference, meals, the opening reception and new this year, the Wednesday evening outing. Also included is an Exhibitor Showcase page on the Conference Website where you can post PDFs, videos, links to other resources, etc. Finally, all Business Exhibitors will receive a post-conference attendee list for marketing purposes and be able to send us an insert (or two) for the conference bag.

The **Enterprise Exhibitor** upgrades you to a double booth in a premium location (your choice), four (4) conference passes, and a pre-conference registrants list.

	Enterprise Exhibitor	Business Exhibitor	Non-attending Sponsor
Booth Size	Double	Standard	-
Booth Location	Preferred Location in Exhibit Hall	Exhibit Hall	-
Exhibitor Showcase page on Conference Website	✔	✔	-
Logo in DISC Community Website	✔	✔	✔
Exhibitor provided Insert for Conference Bag	✔	✔	✔
Attendee List for Post-Conference Marketing	✔	✔	-
Registrants List for Pre-Conference Marketing	✔	-	-
Tickets to Conference Outing	4	2	-
Conference Meal Passes (Includes Breakfast and Lunch on Wednesday and Thursday)	4	2	-
Tickets to Closing Banquet	Available	Available	-
QuickByte Session	Available	Available	-
Exhibitor Exclusive Upgrades	Available	Available	-
Additional Sponsorships	Available	Available	Available

Both tiers can add a **Quickbyte Session** to demo a product, additional conference passes to bring more team members, and tickets to our **Closing Banquet** on Thursday night. There are a ton of additional sponsorship opportunities available as well to maximize your marketing impact, so be sure to check those out.

Finally, if this all sounds good but you are unable to travel to Orlando, we have our **Non-Attending Sponsor** tier. This of course does not include a booth but provides the opportunity to purchase one or more of our sponsorship opportunities, get your logo on the conference website and your information into our attendee's hands by way of a conference bag insert.

Exhibit Hall

Conference Dates: June 25th – 27th | Exhibitor Floor Open: June 26th – 27th

Opening Vendor Reception – June 25th, 6:00pm

This year's conference will be held at the Loews Portofino Bay Hotel at Universal Florida Resort. The Exhibit Floor will consist of the Tuscan Ballroom and the adjoining pre-conference space. All meals and snacks will also be in the Tuscan Ballroom and the sessions are in rooms on either side of the Exhibit Hall. This is to ensure constant foot traffic through the exhibits throughout the day.

**Here are some examples of booths from last year.
Enterprise on the left
Business on the right**

https://www.discinfo.org/2024-registration

Exhibit Hall

The Exhibit Hall will be in the Tuscan Ballroom

The exhibit hall will be open to the dining room and foot traffic between the dining room and the session rooms will take attendees through the exhibit hall. Snacks and announcements will also take place in this space.
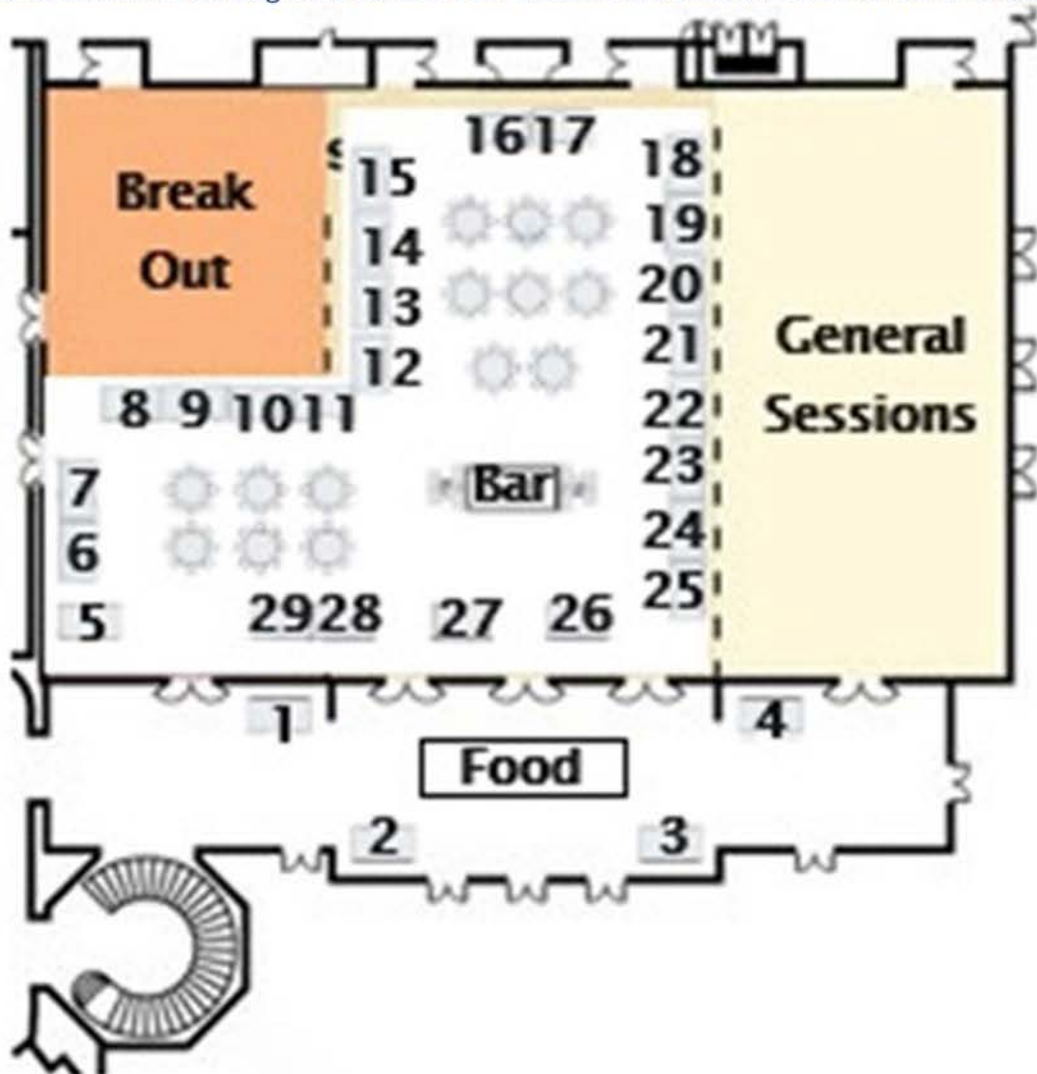
Move in date is June 25th, beginning at 1:30pm and booths must be setup by 5:30pm in preparation for the Vendor Opening Reception at 6:00pm. Teardown will follow the Exhibitor Drawing session at 12:00pm on the 27th.

The exhibitor hall layout is depicted above. A standard booth consists of a single 6' table. Dimensions are approximately 10' wide x 8' deep. Booth size may differ based on Sponsorship Level and location. Double booths are available at the Enterprise sponsorship level.

This is a representation of the exhibitor space. DISC reserves the right to change the floor plan without notice, to provide a more satisfactory, attractive layout.

https://www.discinfo.org/2024-registration

Maximize your marketing impact

Exhibitor Exclusive Add-ons for our Enterprise and Business Exhibitors

Quick Byte Session (Limited Availability)
Present your product or service to interested conferees. You will be provided internet access, a room, and projector for your presentation during a dedicated 30-minute time slot. Attendance will be taken, and one lucky attendee will win a $100 gift card at the end of the session.
Cost of Sponsorship……………… $2,000

Exhibitor Reception
Sponsor food and/or beverage (light hors d'oeuvres as this will be the vendor night to take attendees to dinner) during the Tuesday Night Reception Meet and Greet.
Two of each sponsorship are available.

One hour of Open Bar
Your company's logo will be displayed on one of the two bars during the event and recognition as a sponsor will be included on the conference website.
Cost of Sponsorship……... $2,000

Reception Sponsorship
Your company's logo will be displayed on one of the two hors d'oeuvres tables during the event and recognition as a sponsor will be included on the conference website.
Cost of Sponsorship……... $1,500

Closing Banquet
This year we have two sponsorship opportunities for the Closing Banquet, Bar and Banquet. Event to be held at the hotel on Thursday evening.
Two Open Bar sponsorships and one Banquet sponsorship are available. Bar sponsorships include one banquet ticket each, the Banquet sponsorship includes two tickets.

One hour of Open Bar
Your company's logo will be displayed during the cocktail portion of the event and recognition as a closing banquet sponsor will be included on the conference website.
Cost of Sponsorship……... $2,000

Banquet Sponsorship
Your company's corporate banner will be displayed with inclusion and recognition as the Closing Banquet sponsor on the conference website. You will have the privilege of providing a short introduction to kick off the evening's festivities.
Cost of Sponsorship……... $5,000

Maximize your marketing impact

Optional additional add-ons to enhance your sponsorship. These are open to all sponsor levels.

Conference Bag

Marketing on the move! Your company logo will be prominently branded on the conference bag that is distributed to all conference attendees. Not only is the conference bag the first thing an attendee gets upon arrival, but it's used throughout the conference.   Your logo stays front and center all week.
Cost of Sponsorship ……….……... $1,500

Pocket Lanyards

Sponsor the lanyards worn by all conference attendees and ensure that your logo goes where they go. Sponsor this lanyard for incredible visibility during the conference.
Cost of Sponsorship........................ $1,500

Water Bottles

Your company logo will be prominently branded on insulated water bottles that are distributed to all conference attendees.
Cost of Sponsorship ……….……... $1,500

Conference App Sponsorship

Sponsor the app that drives the conference. Your logo will be prominently displayed on the app that attendees will be using throughout the conference.
Cost of Sponsorship (each)........... $1,500

Hospitality Suite Sponsorship
(Only 3 opportunities available)

Your company will stand out from the crowd as you can sponsor one or more nights of the DISC Hospitality Suite. You will have the right to exclusive signage and mingle with DISC attendees at this informal and popular event.
Cost of Sponsorship per Night $850

Conference Meals
(6 opportunities available)

Sponsor breakfast or lunch on a day of your choosing.
Cost of Sponsorship (each)........... $1,000

Snack Breaks
(6 opportunities available)

Treat all attendees by sponsoring one of the morning or afternoon snack breaks between sessions.
Cost of Sponsorship (each).............. $500

Conference Outing

Join conferees at Universal CityWalk with dinner in the private 2nd level of Antojitos Mexican Restaurant.

On Wednesday afternoon, we'll board a bus and head to the National Shrine of Mary, Queen of the Universe for our Conference Mass. Following Mass, we'll head over to Universal CityWalk and Antojitos Authentic Mexican Food where we have the second floor reserved. Following dinner, explore the shops, bars, and restaurants of CityWalk, or purchase an after 7pm park ticket and explore either of the Universal theme parks. This is a great opportunity to interact with conferees in a relaxed, non-work environment.

Transportation is provided and will take us to the Shrine, then to CityWalk. You are welcome to skip Mass and meet us directly at CityWalk if you'd prefer. Transportation back to the hotel is on your own, but Universal provides bus and water taxi service. There is also a sidewalk along the water taxi route, which is less than a mile, should you choose to walk.

*Outing tickets are included with your conference pass. After 7pm park tickets are an optional upgrade. A link for purchase will be sent out after registration.

https://www.discinfo.org/2024-registration

Exhibitor/Sponsor Terms and Payment

Register for this event at: https://www.discinfo.org/2024-registration

Meals, Outing, and Banquet Info:

Business booth signups receive two (2) complimentary conference passes, Enterprise booth signups receive four (4). The conference pass includes breakfast, and lunch on Wednesday and Thursday, all breaks, and the opening reception.

All attending exhibitors must have a conference pass. Additional passes can be purchased for $500.

Wednesday evening will be our group outing, and we'd love for you to join us. Tickets to this outing are included in the conference pass, and cover transportation, admission, and dinner.

The Closing Banquet will be held at the Hotel on Thursday evening. Banquet tickets **are not** included with the conference pass but can be purchased for $250 during registration.

Sponsorship Deadline Info:

The registration deadline is April 15th, 2024. For all registrations received after April 15th, 2024, DISC cannot guarantee proper company recognition on the website, signage, etc. by the conference date.

Payment Terms

Payment must be made at time of registration. Payment by credit card is preferred, but check payments are accepted. Check payments must be received no later than 30 days after registration. Registrations with no payment after 60 days will be cancelled. Any outstanding balance must be paid in full by May 1st, 2024, regardless of registration date, or will be subject to cancellation.

Cancellations & Refunds

No refunds will be issued. Cancellations received on or before May 1st, 2024, will receive a credit of equal value towards the following year's conference. Cancellations after May 1st, 2024 will not receive a credit.

Exhibitor Exclusives

Exhibitor Exclusive Sponsorship opportunities are only available to registered exhibitors.

For more information or special requests, email Marcus at: **mmadsen@board.discinfo.org**

Exhibitor Terms and Conditions

As a condition of registration, exhibitors agree to create an atmosphere of integrity and dignity for conference attendees, fellow exhibitors, and event staff. All exhibitor representatives must interact respectfully and thoughtfully with all attendees, exhibitors, and staff in the exhibit hall, sessions, and social situations.

Exhibitors must comply with all applicable rules and guidelines for the facilities used to host the DISC conference.

Exhibitors must comply with the instructions of the DISC Board Members and any Event Staff.

No Exhibitor events will be allowed on site that come in direct conflict with the conference schedule, including any pre-conference or post conference events that may be part of the conference planning.

The DISC Board of Directors controls the cost, location & number of Exhibitor tables allowed at the conference. There may be a need to establish a maximum number of display tables at the conference. If this is the case, tables will be assigned in order of response time (receipt of payment). The Board of Directors will review the list of Exhibitors and will be the deciding body.

Displays can only be set up and taken down during the designated times that are included in the registration materials. Displays, including signage, must comply with the size of the display table space.

Displays may not prohibit the general flow of the aisles. The booth sizes run table to table end length.

Every exhibitor must pre-register online in order to participate in a conference. There is no onsite registration for exhibitors, and exhibitors cannot sign up or attend as "attendees."

Registered Exhibitors and representatives of their company are welcome within the company's booth location. Based on the Exhibitor's registration level, additional fees may be incurred to participate in activities not provided by conference registration.

Exhibitors may only participate in the general session with the approval of the DISC Board of Directors.

Exhibitors may participate in all DISC Conference social functions (breakfasts, lunches, and receptions). Additional costs may apply.

Only registered exhibitors with booths are permitted to promote their products or services at any DISC event (in person or virtually).

Quick Byte Sponsors are allowed to promote products or services during designated Quick Byte sessions.

Non-registered participants (i.e., Exhibitors, Sponsors or Non-Exhibiting Sponsors) are NOT allowed in the conference area.

Exhibitors must respect the designated break times and allow membership to return to sessions on time. Product promotion and sales conversations must be limited to the designated exhibitor area unless a conference attendee invites the exhibitor to promote or sell products or services in a private conversation. No promotion or sales shall be engaged in during a general or breakout session.

Exhibitors must respect the rights of other exhibitors to conduct business during designated exhibit time without interference or improper intervention.

The DISC Conference mailing list is the property of DISC. Exhibitors that abuse any of these guidelines will not be granted the privilege to participate at future conferences.

No use of the DISC name or mailing on behalf of the DISC organization and the conference is permitted unless with the written approval from the DISC Board of Directors.

The Board of Directors reserves the right to deny participation of certain Exhibitors that may come into conflict with the partnering attitude fostered at the DISC Conference. It is important to adhere to the DISC Code of Conduct.

No Liability for Loss or Damage: DISC does not assume any responsibility whatsoever for any loss or damage suffered or incurred by any Exhibitor with respect to any personal or company owned property all of which shall be the sole responsibility of each Exhibitor. DISC does not assume any obligation or responsibility to safeguard any Exhibit's company owned or personal property while at the conference and each Exhibitor acknowledges that the Exhibitor shall be solely responsible for the protection of all such property while at the conference. Each Exhibitor acknowledges that DISC has no duty whatsoever with respect to the protection of the property of the Exhibitors, which shall, at all times, remain in the sole possession and custody of each Exhibitor and be the sole responsibility of each Exhibitor.

These guidelines are subject to change at the sole discretion of the DISC Conference Board of Directors.

Important Dates and Schedule

November 13th, 2023
- Registration Opens
- Go to https://www.discinfo.org/2024-registration to register.

April 1st, 2024
- Late Registration begins - price increases $500.

April 15th, 2024
- Registration/Conference Program cut-off date
- No Registrations will be accepted after this date.
- No changes made after this date are guaranteed to be reflected in the conference website, signage, etc.
- All logos, Quickbyte descriptions, and other materials must be turned in.

May 6th, 2024
- Final booth assignments
- Booths are assigned based on registration type and registration date.

June 3rd, 2024
- Pre-Conference registration lists will be sent to Enterprise exhibitors for pre-conference marketing.

June 25th, 2024
- Exhibitor Move-In – Exhibitor Hall is available after 1:30pm - Setup must be complete by 5:30pm
- Exhibitor Reception – 6:00pm – 7:00pm
- Exhibitors are welcome to take attendees to dinner following the exhibitor reception.

June 26th, 2024
- Exhibit floor open 8am – 5pm.
- Conference Mass at 3:45pm at the National Shrine of Mary, Queen of the Universe – exhibitors are welcome to attend.
- Outing at 6pm at Antojitos in Universal City Walk (outing included with your conference pass)
- Optional: Add Universal park passes for after the outing dinner (link will be provided after registration)

June 27th, 2024
- Exhibit floor open 8am – noon
- Exhibitor Drawings – 11:45am (participation is encouraged but not required)
- Exhibitor Move-Out 12pm – 5pm
- Closing Banquet – 6:30pm (optional – tickets may be purchased during registration)

Schedule subject to change – any questions can be directed to mmadsen@board.discinfo.org