

# Conference and Event Services

## Registration Services Packages

Rev. 6/16

Please review the following options to determine the level of service you require. Simply check the box next to the service you are requesting, sign the last page and return this document along with your **Application for Use of UC Davis Facilities/Services**. Conference and Event Services will complete the fee information and will return a signed copy to you.

### REGISTRATION AND COORDINATION PACKAGES

#### Package A – Registration Only

- On-Campus @ \$2,500 or \$25/person, whichever is higher
- Off-Campus @ \$3,000 or \$30/person, whichever is higher **PLUS all travel costs**

#### On-Line Registration

- Standard web site (see website for sample); all requests for changes are subject to approval and may not be accommodated. If approved, changes will incur additional charges;
- Two website updates/edits included (e.g., change of registration fees/dates, adding promotional codes, program updates, etc.). Additional updates/edits will be charged a minimum charge of \$20 per update/edit
- Sponsor will have access to database to run standard reports

#### Registration Form Processing and Accounting

- Process Registration Fees (checks, campus and inter-campus recharge)
- Credit Card Payments (sponsor to pay credit card processing fees)
- Complimentary Registrations (10 at no charge; administrative fee applies for others)
- Cancellations and Refunds (submitted in writing, per person charge to sponsor still applies)
- *Speaker Travel Reimbursements and/or Payments of invoices* from conference account (10 at no charge; all others charged at hourly labor rate; submitted in writing; invoices or receipts required)

#### **NOTES**

- 1) We do not accept purchase orders;
- 2) If a "membership" registration fee is offered, it is the responsibility of the sponsor to verify membership.

#### On-Site Registration Desk Staffing

- Staffing for 10 hours total (hours must be consecutive over two consecutive days)
- UC Davis Name Badge Stock and Lanyard Holder

#### **NOTE**

Additional staffing will incur an additional hourly labor charge and is based on availability and approval. Client to pay for all costs associated with additional staffing (e.g., meals, lodging, etc.). CES will determine the number of staff required.

#### Package B – Registration Only

- \$1,500 or \$15.00/person whichever is higher (on-site staffing and printed nametags are not included in this package)

#### On-Line Registration

- Standard web site (see website for sample); all requests for changes are subject to approval and may not be accommodated. If approved, changes will incur additional charges;
- Two website updates/edits included (e.g., change of registration fees/dates, adding promotional codes, program updates, etc.). Additional updates/edits will be charged a minimum charge of \$20 per update/edit
- Sponsor will have access to database to run standard reports

#### Registration Form Processing and Accounting

- Process Registration Fees (checks, campus and inter-campus recharge)
- Credit Card Payments (sponsor to pay credit card processing fees)
- Complimentary Registrations (10 at no charge; administrative fee applies for others)
- Cancellations and Refunds (submitted in writing, per person charge to sponsor still applies)
- *Speaker Travel Reimbursements* (5 at no charge; all others charged at hourly labor rate; submitted in writing; receipts required)

### **NOTES**

- 1) We do not accept purchase orders;
- 2) If a "membership" registration fee is offered, it is the responsibility of the sponsor to verify membership.

### **Package C – Registration Only**

- \$4.20 per person/75 person minimum

#### **On-Line Registration/Credit Card Payments Only**

- Registration website only
- Two website updates/edits included (e.g., change of registration fees/dates, adding promotional codes, program updates, etc.). Additional updates/edits will be charged a minimum charge of \$20 per update/edit
- Cancellation fees must be a dollar amount (e.g. not a percentage of registration fee)
- Sponsor will be provided with a user name and password to access registration information at any time and will have the ability to run reports.

### **NOTES**

- 1) Sponsor to maintain their own conference website. If registration site is used as conference site, an additional minimum fee of \$160 will be added;
- 2) This package cannot be used for any conferences collecting fees for housing.

#### **Registration Form Processing and Accounting**

- Process Registration Fees and Refunds – **payment by CREDIT CARD ONLY** (sponsor to pay credit card processing fees)
- Cancellations/Refunds (submitted in writing, per person fee still applies)

### **NOTES**

- 1) We do not accept purchase orders;
- 2) if a "membership" registration fee is offered, it is the responsibility of the sponsor to verify membership.

### **Package D – Coordination Only**

- On-Campus @ \$2500 or \$25/person, whichever is higher
- Off-Campus @ \$3000 or \$30/person, whichever is higher PLUS all travel costs
- Serve as single contact for on or off-campus services and facilities.
- Provide conference budget indicating charges for all contracted services.
- Provide centralized accounting system to pay all service providers (**not for services rendered**: ex. Honoraria or Gift Acceptance) and generate expense reports and final billing and reconciliation.
- Coordinate meeting rooms on or off-campus and appropriate facility set-ups.
- Arrange for audiovisual from in-house department.
- Contract with the UC Davis food service vendor to arrange for meal and refreshment functions.
- Arrange for poster session equipment.
- Arrange for special function transportation needs through in-house department (depends on availability).
- Obtain UC Davis alcohol and sound permits.
- Arrange for security services from the UC Davis Aggie Host Program.
- Arrange for parking services from the UC Davis Transportation and Parking Services department.

### **NOTES**

- 1) Additional staffing will incur an additional hourly labor charge and is based on availability and approval
- 2) Client to pay for all costs associated with additional staffing (e.g., meals, lodging, etc.)
- 3) Coordination of additional on or off-campus services may incur an additional hourly labor charge.

### **Package E – Registration and Coordination**

- On-Campus @ \$4000.00 or \$40/person whichever is higher
- Off Campus @ \$5000.00 or \$50/person whichever is higher **PLUS all travel costs**

Includes all services offered in Package A and Package D.

**NOTE: Conferences that take place on a university holiday require special approval and will incur additional charges.**

## **Optional services at no extra charge**

**Printed Materials** (CES to order and process; client to pay for supplies, labor and printing; client to provide content in MS Word format; using standard templates; custom requests may incur additional charges)

- Call for Papers
- Registration Mailer
- Confirmation Letter
- Final Program
- Banquet and Drink Tickets
- Nametags for registered participants on standard name badge stock
- Final Participant Roster (standard template, data exactly as entered by registrant)

**NOTE:** Additional desktop publishing requests will incur an additional hourly labor charge.

**Mailing** (client to provide excel mailing list, client to pay postage and supplies)

- Label and Mail Call for Papers
- Label and Mail Registration Mailer
- Label and Mail Confirmation Letter
- Broadcast Email Using Client Mailing List (up to 3 messages; client provides the message)
- Broadcast Email Using CES Registrant Database (up to 5 messages; client provides the message)

**NOTE:** Additional mailing requests will incur an additional hourly labor charge.

**Gift or Promotional Items (ordering and on-site sales)**

Examples

- T-shirts
- Portfolios

**NOTE:** Stuffing bags and/or portfolios will incur an additional hourly labor charge.

**Additional Items**

- Folders
- UC Davis Map
- City of Davis Information (may incur a charge)
- Additional Inserts (3 additional pieces at no cost; client to pay for printing)

**NOTE:** Additional inserts to folder will incur an additional hourly labor charge

**Please note that services other than those specifically listed are not included in any of the packages but may be provided at an additional charge. Please inquire about any services that are not listed but may be required for your program.**