



# UNITY SUMMIT

*Unity in Purpose, Excellence in Practice*

## Sponsor and Exhibitor Prospectus



Society for the  
Technological  
Advancement of  
Reporting



AMERICAN  
ASSOCIATION OF  
ELECTRONIC  
REPORTERS AND  
TRANSCRIBERS



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UNITY IN PURPOSE, EXCELLENCE IN PRACTICE

Universal Orlando Resort | Orlando, FL | May 1-4, 2025

Dear Trade Partner:

Join AAERT and STAR at the forefront of innovation and partnership as we come together to celebrate and educate the professional in the room at the inaugural Unity Summit 2025 at Universal Orlando Resort, May 1-4, 2025. This conference replaces the STAR and AAERT conferences formerly held as two separate events.

This conference features Industry Marketplace, a day exclusively dedicated to our trade partners. In addition to exhibiting and/or sponsoring, we invite you to hold your Users Group meeting, provide CEU-based trainings (approval required), workshops, and product showcases. We also offer our platinum sponsors the opportunity to present to the public audience in a one-hour CEU track on a topic designated to broadly educate.

What to Expect at the Unity Summit 2025:

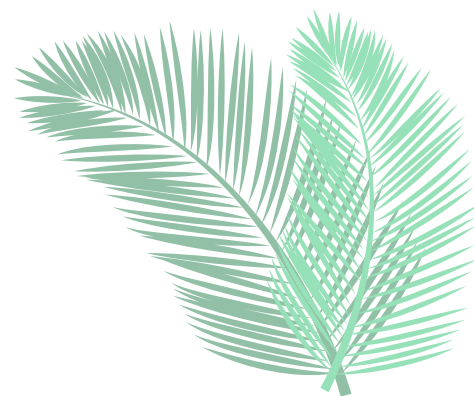
- **Insightful Keynotes:** Hear from industry thought leaders spearheading innovation in court reporting technology, education, business, and beyond.
- **Interactive Workshops:** Gain hands-on experience with the latest software, technology, and tools of the trade to elevate your skillset and take your business to the next level.
- **Networking Opportunities:** Build connections that matter with business leaders and peers across a wide variety of industry stakeholder groups.
- **Entertainment & Experiences:** Bring the whole family and enjoy exclusive access to Universal Orlando's attractions and immersive experiences.

For Sponsoring and Exhibiting options, please refer to the details on pages 7 & 8.

To sponsor or exhibit, please complete the enclosed Sponsor or Exhibitor Form(s) on last 2 pages of this document and mail or email it to STAR at the address noted at the bottom of those forms along with your check. If emailing, please send to [star@staronline.org](mailto:star@staronline.org) and/or [aaert@aaert.org](mailto:aaert@aaert.org). If you have any questions, please email us or contact STAR at 508.753.5094 or AAERT at 212.251.2600.

Sincerely,  
Andrea Wecker, CSR, RDR, CRR, CRC  
STAR President

Susan LaPooh  
AAERT President





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## Conference Agenda

Thursday, May 1			
START TIME	END TIME	SESSION #	SESSION TITLE
7:00 AM	5:30 PM		Vendor Setup
9:00 AM	5:30 PM		Industry Marketplace
9:00 AM	2:00 PM		Users Group Meetings & Vendor Trainings
10:00 AM	5:30 PM		Exhibit Area Open
2:00 PM	5:00 PM	TBD	Vendor Trainings & Vendor Presentations for CEUs
9:00 AM	12:30 PM		AAERT Board Meeting
9:00 AM	12:30 PM		STAR Board Meeting
12:30 PM	2:00 PM		Joint lunch - STAR/AAERT boards
6:00 PM	8:30 PM		Opening Reception
Friday, May 2			
7:00 AM	9:00 AM		Morning Social/Wellness Activity
9:00 AM	3:30 PM		EXHIBIT HALL OPEN
9:30 AM	10:00 AM		STAR Business Meeting
9:30 AM	10:00 AM		AAERT Business Meeting
10:15 AM	11:15 AM	1	Transcription Synergy: Mastering Teamwork for Flawless Accuracy
10:15 AM	11:15 AM	2	Advocating for the Professional in the Room
10:15 AM	11:15 AM	3	What's Hot and What's Not in Legal Video
11:15 AM	11:30 AM		BREAK/VENDOR VISITS
11:30 AM	12:30 PM	4	Justice Restored: Exoneration, Advocacy, and the Fight Against Wrongful Convictions Presenters: Leonard Mack Jessica Spencer
12:30PM	1:30 PM		BOXED LUNCH
1:30 PM	3:00 PM	5	Voices from the Bench and Bar: The Role of Court Reporting in Justice
3:00 PM	3:30 PM		BREAK/VENDOR VISITS
3:00 PM			Bus departure for courthouse
3:45 PM	5:15 PM	6	Tour of Orlando Courthouse
5:15 PM			Bus departure for hotels
3:30 PM	5:00 PM	7	Leveraging Client Insights to Drive Change



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5:00 PM	8:00 PM		<b>Free Evening for Socialization - Optional Dinner at Margaritaville @ 6:00 PM</b>
8:30 PM	11:00 PM		<b>Cash bar night cap</b>
<b>Saturday, May 3</b>			
8:00 AM	9:00 AM		<b>Morning Social/Wellness Activity</b>
7:30 AM	9:00 AM		<b>Certification Exam</b>
10:00 AM	10:15 AM		<b>Opening remarks by Presidents Andrea Wecker and Sue La Pooh</b>
10:15 AM	11:45 AM	8	<b>One Goal, Many Paths: Uniting for Accuracy in Reporting Part I</b>
11:45 AM	12:00 PM		<b>BREAK/VENDOR VISITS</b>
12:00 PM	1:00 PM	9	<b>One Goal, Many Paths: Uniting for Accuracy in Reporting Part II</b>
1:00 PM	2:15 PM		<b>LUNCH</b>
2:15 PM	3:45 PM	10	<b>Keynote: Building Trust and Forging Alliances in a World of New Technology</b>
3:45 PM	4:00 PM		<b>BREAK</b>
4:00 PM	5:00 PM	11	<b>Vendor Feud: Discover, Connect, and Compete!</b>
9:00 AM	3:30 PM		<b>EXHIBIT HALL OPEN</b>
6:00 PM	8:00 PM		<b>Luau</b>
<b>Sunday, May 4</b>			
7:30 AM	8:30 AM		<b>Morning Social/Wellness Activity</b>
9:00 AM	10:00 AM	12	<b>Protecting Work Product in a Digital World</b>
9:00 AM	10:00 AM	13	<b>Perfection in Print: Mastering the Art of Pristine Transcripts</b>
10:15 AM	11:45 AM	14	<b>Let US Set the Standards</b>
11:45 AM	12:00 PM		<b>BREAK/VENDOR VISITS</b>
12:00 PM	1:00 PM	15	<b>Mastering Windows 11: Essential Shortcuts and Tools to Boost Your Productivity</b>
1:00 PM	2:00 PM		<b>LUNCH</b>
9:00 AM	12:00 PM		<b>EXHIBIT HALL OPEN</b>



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## UNITY SUMMIT SPONSORSHIP PACKAGES

Platinum- \$25,000

Multiple Available

- Four Tabletop Exhibit Spaces (6ft. table, two chairs, one power strip), may purchase additional
- One insert (object or flyer) in conference registration bag
- Six conference registrations
- 12 drink tickets
- Sponsor recognition on mobile app
- One seat on the Trade Partner Advisory Group
- One pre-event attendee list and one final attendee list (dates set by event organizers)
- Large logo on conference website, signage, and email communications
- First choice of sponsorship "extras"

Gold - \$10,000

Multiple Available

- Two Tabletop Exhibit Spaces (6ft. table, two chairs, one power strip)
- One insert (object or flyer) in conference registration bag
- Four registrations
- 8 drink tickets
- One seat on the Trade Partner Advisory Group
- Sponsor recognition on mobile app
- One pre-event attendee list and one final attendee list (dates set by event organizers)
- Second priority choice of add-on sponsorships below
- Medium logo on conference website, signage, and email communications

Silver - \$5,000

Multiple Available

- One Tabletop Exhibit Space (6ft. table, two chairs, one power strip)
- Two registrations
- 4 drink tickets
- One insert (object or flyer) in conference registration bag
- Sponsor recognition on mobile app
- One pre-event attendee list and one final attendee list (dates set by event organizers)
- Small logo on conference website, signage, and email communications

Bronze - \$3,000

Multiple Available

- Sponsor recognition on mobile app
- One pre-event attendee list and one final attendee list (dates set by event organizers)
- Company name listed on conference website, signage, and email communications
- 2 drink tickets

Supporter - \$250

Multiple Available

Individual or company name on website



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## UNITY SUMMIT SPONSORSHIP "EXTRAS"

(priority selection offered to platinum, gold, then silver sponsors --  
available to others as standalone conference sponsorships after March 1)

### User Group Meeting/Training - Contact us for details

Varies per your requirements

### Branded Moon Ballon - \$3,000 (2 Available)

Available for Luau or Welcome Reception

### Keynote Session - \$10,000 (Exclusive)

Introduction of the keynote speaker with an introduction to your company (3-5 minutes)  
Sponsor recognition on signage at the keynote session

### Coffee Break - \$3,000 (5 Available)

Your logo on cocktail napkins or disposable cups at the coffee break  
Your logo on signage at the coffee break

### Private Luau - \$10,000 (Exclusive)

Welcome remarks at the event (3-5 minutes)  
20 drink tickets to distribute  
Your logo on signage at the event  
Your logo on cocktail napkins at the event

### Offsite Tour - \$3,000 (Exclusive)

Your logo on signage at the bus stop for the tour

### Thursday Welcome Reception - \$7,500 (Exclusive)

Welcome remarks with an introduction to your company (3-5 minutes)  
15 drink tickets to distribute  
Sponsor recognition on signage at the bar(s)  
Your logo on cocktail napkins at bar(s) and food stations

### Additional Exhibit Spaces (per space) - \$1,500 (Multiple)

Add additional exhibit tables to above sponsor or exhibitor packages

### Hotel Amenity - \$7,500 (3 Available)

One item you provide delivered to each attendee room in all three conference hotels

### Lunch - \$1,000 (3 Available)

Your logo on signage at lunch

### Registration/Tote Bag - \$5,000 (Exclusive)

Your logo (along with conference logos) on registration bags given to all attendees

### Regular Session- \$750 (6 Available)

Welcome remarks at the start of the session (3-5 minutes)  
Your logo on signage at the session

### Notebook - \$5,000 (Exclusive)

Your logo (along with conference logos) on notebooks given to all attendees

### "Fun" Ribbon Bar - \$500 (Exclusive)

Your logo on signage at ribbon bar.

### Mobile App - \$5,000 (Exclusive)

Your logo featured separately on the App

### Water Station - \$300 (12 available)

Your logo on a water station at the conference.



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# Sponsorship Form

If your firm is interested in sponsoring an activity, please complete this form and return it to STAR Headquarters by April 1, 2025.

Platinum, Gold and Silver Sponsors will need to fill out page 7 & 8.

Proper recognition will be given to sponsors at the Convention. Please indicate your level of sponsorship.

*(Your sponsorship will be confirmed in writing.)*

## Select Type of Sponsorship:

- Platinum - \$25,000
- Gold - \$10,000
- Silver - \$5,000
- Bronze - \$3,000
- Supporter - \$250

## Sponsorship Add-ons

(must have purchased a silver package or above, selection priority given to Platinum and Gold Sponsors)

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="radio"/> User Group Training - Contact us</li> <li><input type="radio"/> Keynote Session - \$10,000 (Exclusive)</li> <li><input type="radio"/> Private Luau - \$ 10, 000 (Exclusive)</li> <li><input type="radio"/> Thursday Welcome Reception - \$7,500 ( Exclusive)</li> <li><input type="radio"/> Hotel Amenity - \$7,500 ( 3 Available)</li> <li><input type="radio"/> Registration/Tote Bag - \$5,000 (Exclusive)</li> <li><input type="radio"/> Notebook - \$5,000 (Exclusive)</li> <li><input type="radio"/> Mobile App- \$5,000 (Exclusive)</li> </ul> | <ul style="list-style-type: none"> <li><input type="radio"/> Branded Moon Ballon - \$3,000 (2 Available)</li> <li><input type="radio"/> Coffee Break - \$3,000 (5 Available)</li> <li><input type="radio"/> Offsite Tour - \$ 3, 000 (Exclusive)</li> <li><input type="radio"/> Additional Exhibit Spaces (per space) - \$1,500 (Multiple)</li> <li><input type="radio"/> Lunch - \$1,000 ( 3 Available)</li> <li><input type="radio"/> Regular Session - \$750 (6 Available)</li> <li><input type="radio"/> "Fun" Ribbon Bar - \$500 (Exclusive)</li> <li><input type="radio"/> Water Station- \$300 (Multiple)</li> <li><input type="radio"/> Technology Package 1- \$200</li> <li><input type="radio"/> Technology Package 2- \$350</li> <li><input type="radio"/> Technology Package 3- \$500</li> </ul> |
|--|--|

This sponsorship is a  Company Sponsorship  Individual Sponsorship

- Our check is enclosed. Make checks payable to STAR.
- Please charge our  Master Card  Visa  American Express
- Amount Charged: \$ \_\_\_\_\_ Card Number \_\_\_\_\_
- Exp. Date \_\_\_\_\_ CVV Code \_\_\_\_\_
- Cardholder Name: \_\_\_\_\_
- Signature: \_\_\_\_\_

Name of Sponsor (company or individual): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_

**IN ORDER FOR STAR and AAERT TO PROVIDE PROPER RECOGNITION FOR SPONSORS IN PRINTED MATERIALS, WE MUST RECEIVE YOUR COMMITMENT TO SPONSOR NO LATER THAN April 1, 2025.**

Return this form with payment to:

STAR Headquarters, 18619 Lake Bend Drive, Jupiter, FL 33458 | 508.753.5094 | star@staronline.org | www.staronline.org

For additional information, email George Catuogno, Executive Director, at george@staronline.org

STAR Federal Tax ID# 59-3308744



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**EXHIBITOR FORM**

The undersigned (type or print name): \_\_\_\_\_  
 Company (as you wish to appear in published materials): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Primary Contact Name: \_\_\_\_\_  
 Exhibit Personnel #1 (Name/City/State): \_\_\_\_\_  
 Exhibit Personnel #2 (Name/City/State) (Additional \$300): \_\_\_\_\_  
 Exhibit Personnel #3 (Name/City/State) (Additional \$300): \_\_\_\_\_  
 Exhibit Personnel #4 (Name/City/State) (Additional \$300): \_\_\_\_\_

**TABLETOP SPACE PRICE:**

- First Table - \$2500
- Additional Tables - \$1500 each (depending upon availability)  
 Product or service to be displayed: \_\_\_\_\_  
 Competitor(s) from whom to be separated: \_\_\_\_\_
- We will donate a door prize \_\_\_\_\_
- We will sponsor an event or item. (Please complete sponsors form on page 7.)

(Fee includes one (1) 6' table, draped & skirted, 2 chairs, one power strip, a listing of your firm in Conference materials, 2 drink tickets per person, meals, and all social events except the Luau. Tickets for the Luau can be purchased by emailing [star@staronline.org](mailto:star@staronline.org). TOTAL FEE FOR TABLES MUST BE PAID AT TIME OF CONTRACT SUBMISSION.)

**PAYMENT METHOD**

- Our check is enclosed. Check Enclosed Total \$ \_\_\_\_\_
- Please charge our  Master Card  Visa  American Express  
 Amount Charged: \$ \_\_\_\_\_ Card Number \_\_\_\_\_  
 Exp. Date \_\_\_\_\_ CVV Code \_\_\_\_\_  
 Cardholder Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Credit Card Billing Address:  Same as above  
 Billing Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

The rules and regulations on page 9 become binding upon the signing of this contract between the Exhibitor, it's agents, or employees and STAR and AAERT. 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 STAR and AAERT. If Exhibitor wishes to have music at their space, the Exhibitor must obtain a music license to do so. STAR and AAERT reserve 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 STAR and AAERT. 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 finding upon the parties unless included in this Contract. No modifications 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 the date of conference 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 March 31, 2025. No refunds will be given after April 1, 2025.

STAR and AAERT reserve the right, in their sole and absolute discretion, to refuse exhibits 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 exhibitor property.

**DEADLINE: April 1, 2025 TO BE INCLUDED IN ALL ON-SITE PRINTED MATERIALS**  
 18619 Lake Bend Drive, Jupiter, FL 33458 | 508.753.5094 | [star@staronline.org](mailto:star@staronline.org) | [www.staronline.org](http://www.staronline.org)

**FOR STAR USE ONLY**

Check for \$ \_\_\_\_\_ Received: \_\_\_\_\_ Check number: \_\_\_\_\_ Acceptance date: \_\_\_\_\_



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## 1. Contract:

The following rules and regulations become binding upon acceptance of this contract between the applicant (Exhibitor) and his/her employees and STAR and AAERT, the show sponsors.

## 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 \$300 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 space or forego use of the oversized Exhibit Unit. As per STAR and AAERT 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:

Space 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 or AAERT incurs additional expenses as a result of Exhibitor's failure to adhere to the move-in/move-out schedule, Exhibitor agrees to reimburse STAR or AAERT for any such additional expenses. It is imperative that tables be properly manned during the posted hours. Spaces 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 and AAERT have not made and do 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 and AAERT reserve 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 and AAERT 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 and AAERT.

## 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 and AAERT must be notified in writing for refunds to be made. There will be an \$85.00 administration fee assessed for all cancellations received by March 31, 2025. No refunds will be issued for cancellations after April 1, 2025.

## 8. Food Service:

STAR exhibit package includes tickets for one representative at all social events held during the Convention. Excluding STAR's Evening Out event. Tickets may be purchased separately for this event.

## 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 space. 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 and AAERT, 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, AAERT, 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 space 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 space 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 and AAERT.

## 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 Universal Studios. Each exhibitor is responsible for the cost of electricity and internet at their space. The electricity and internet order forms will be posted on the STAR and AAERT 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. The hotel provide wireless Internet to all exhibitors. Upgraded packages are available for a fee

## 18. Use of Space:

All signage must fit within the designated space provided by STAR and AAERT. All signage must remain in the exhibit hall at all times.