



Dr. Paul Mooney
LaCEC Vice President
Louisiana State University
219 A Peabody Hall
Baton Rouge, LA 70803

June 25, 2008

Dear Prospective Exhibitor,

The LA CEC has made arrangements to hold Super Conference 28 at the Cajundome in Lafayette, La. on January 26 and 27, 2009.

The Conference usually draws approximately 1,100 special education and regular education teachers and administrators.

CEC invites you to participate in this conference by exhibiting materials/equipment pertinent to the area of education of children with special needs. Space will be provided in the Grand Ballroom of the Cajundome. Exhibitors/vendors will set up their displays on Sunday evening, January 25, 2009. Exhibit times will then coincide with the conference schedule of 7:30 a.m. – 4:30 p.m.

Each booth will cost \$300.00, and booth space will not be assigned until payment is received. **Please mail checks or money order to Super Conference 28, Melinda Bynog, NSU College of Education, Teacher Education Center, C216, Natchitoches, LA 71497 by December 31, 2008.**

The booth space will consist of a 10' X 10' modern high flameproof drapery with 3' high side divider rails; an expertly lettered 7" X 44" exhibitor/vendor identification sign; a 110 electrical outlet (if requested at an additional charge of \$50.00); one 6' skirted table; 2 chairs; and a wastebasket. Clarke Services is available – for an additional fee – for shipping, carpet rental, additional tables, 220 electrical outlets, extension cords, etc. The Cajundome is available – for an additional fee – for Internet service.

The Louisiana Council for Exceptional Children (CEC) is looking forward to an exciting, informative conference and believes your company will be an important asset. If you need further assistance, please contact me by telephone at 318-357-5083 or by fax at 381-357-6275 or email me at mcFerrin@nsula.edu. I look forward to hearing from you soon.

Sincerely,

Dr. Paul Mooney

NOTES: A confirmation letter, including finalized plans regarding times and events will be mailed upon receipt of both the application form and corresponding payment.

Enclosures

EXHIBITOR/VENDOR SPACE AGREEMENT

CEC Super Conference January 26 - 27, 2009

1. Exhibiting Company: _____
Mailing Address: _____
(City/State/Zip Code): _____
2. Contact Person (Will receive all correspondence): _____
Phone Number: _____ Fax Number: _____
Mailing Address (If different): _____
Email Address: _____
3. Products/Services to be Exhibited (10 Words or Less/ Will appear in Program):

4. The Standard 7" x 44" Identification sign shall appear **Exactly As Follows:**
Exhibiting Company: _____
City/State Only: _____
5. My Company Wishes to Rent _____ Booth(s) at \$300.00 each.
6. Does your Company need a 110 volt electrical outlet? Yes___ No___ (cost \$50.00 per outlet)
7. Is your Company interested in Advertising in the Program Book? ___ If yes, your "Camera-Ready" Ad must be received by December 31, 2008. Please check the desired size:
Full Page/\$125.00_____ 16, Eighth Page/\$40.00_____
Half Page/\$75.00_____ Business Card/\$25.00_____
Quarter Page/\$60.00_____
8. Will your company provide a door Prize? Yes_____ No_____
If yes, please submit Door Prizes to the Vendor coordinator (Karen McFerrin) when you arrive at the Conference.

9. Date form completed: _____

*** Please note: A vendor lounge area along with refreshments will be provided to all exhibitors.**

***In addition, please note arrangements have been made for exhibitors to have the ability to set up their booths January 25th and the early morning of January 26th. If an exhibitor does not check-in by the morning of January 26th, the location of the exhibitor's booth is subject to move to another location within the exhibit hall.**

ALL EXHIBITOR/VENDOR QUESTIONS SHOULD BE DIRECTED TO :

Melinda Bynog

Phone: 318-357-5083 Fax (318-357-6275)

Email : mcferrin@nsula.edu

MAKE CHECK PAYABLE AS FOLLOWS AND MAIL TO THE FOLLOWING

ADDRESS:

| | | |
|-------------------------------|----------------------------------|----------------|
| Super Conference 28 | _____Booths @\$300.00 | _____ |
| C/O Melinda Bynog | _____Electrical outlets @\$50.00 | _____ |
| Northwestern State University | _____Program Ad | _____ |
| College of Education, C216 | Total | \$_____ |
| Natchitoches, LA 71497 | | |

FOR OFFICE USE ONLY:

| | |
|------------------------|---------------|
| Date Received _____ | Booth # _____ |
| Payment Received _____ | Ad Size _____ |
| Check #: _____ | Outlet: _____ |