

KENTUCKY ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS



120 West Broadway, Suite 503

Louisville, Kentucky 40202

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Email: kaesp@kaesp.org

www.kaesp.org

The Kentucky Association of Elementary School Principals will be hosting its **Annual Fall Conference in Louisville, Kentucky at the Holiday Inn Downtown (120 W. Broadway) on Tuesday, October 21st, 2008 and Wednesday, October 22nd, 2008.** We anticipate this to be one of our best conferences as we have booked an outstanding, nationally renowned speaker – **Annette Breaux.**

Registration for vendors will begin at 7:00 a.m. on Tuesday, October 21, 2008. All exhibits will be set up in an assigned area. Vendors are asked to have booths open from 10:00 a.m. – 4:30 p.m. on Tuesday, October 21, 2008. Vendor's showcase/drawings will be held on Tuesday, October 21st – at 11:30 a.m., 1:30 p.m., and 4:15 p.m. Exhibits should not be dismantled until 4:00 p.m. on Tuesday, October 21st, 2008. The exhibit area in this hotel is open and spacious – all laid out in the same area with a great flow through.

The following space and accommodations will be offered per booth:

One (1) two line identification sign depicting company name, city and state

One (1) 2 feet wide x 6 feet long x 30 inches height display table draped

Two (2) Folding Chairs

One wastebasket

New this year will be the availability of exhibitors to purchase a lunch ticket to our luncheon on October 21. A lunch ticket will be available at the discounted rate of \$15.00. Exhibitors will be able to eat lunch with conference attendees in the conference area.

Booths may be purchased for **\$235.00 per booth.** There will be an additional charge of \$20.00 to have electricity in your booth.

Booths may also be obtained through sponsorship of conference receptions/special events. We have a variety of sponsorship options available so please considering becoming an annual KAESP Sponsor.

New for this year – You may chose to help sponsor one of the conference activities at various levels of support. These include the Tuesday morning continental breakfast, President's and NDP Reception, Tuesday's Luncheon, Wednesday's Breakfast and the Fall Conference Tote Bag (additional fee required to cover the cost of bags and imprinting – we can have it done or the sponsor can have it done – indicate on form if interested and we will be in contact):

Bronze Level – \$450, waiver of one booth fee (electricity not included), special signage, one ticket to luncheon, two minutes on the agenda of the sponsored activity, special listing in program

Silver Level - \$550, waiver of one booth fee (electricity not included), special signage, two tickets to luncheon, four minutes on the agenda of the sponsored activity, special listing in program

Gold Level - \$700, waiver of one booth fee (electricity not included), special signage, two tickets to luncheon, five minutes on the agenda of the sponsored activity, prime location in vendor area, ½ page add in program

We are also soliciting ads for our conference program. All ad material must be copy ready and formatted in a word type or pdf format. If you would like to place an ad in our program, the following rates apply:

Business card \$20

¼ page \$30

½ page \$50

Full page \$75

In exchange for sponsoring a conference reception/event, your company will receive the following:

**Waiver of the \$235.00 booth fee
Signage recognizing your sponsorship
Special listing in conference program
A personal introduction at the event
One booth space (Electricity excluded)**

One additional opportunity for sponsorship is the sponsoring of our **annual conference tote bag**. Approximately 200 - 250 bags are needed for the conference. If your company would like to become the sponsor of our conference bag, please indicate your willingness on the exhibitor registration form and we will be in contact with you. Your company logo will reach every attendee and be recognized as a conference sponsor for the 2008 KAESP Fall Conference.

All registration should be postmarked no later than September 15, 2008, if you want to be included in the Fall Conference Program. We will take registrations after this time if space permits. You will receive confirmation regarding registration via email so be sure your email address is legible and accurate. In the event that booth space is sold out prior to the receipt of your registration, your full registration fee will be refunded.

Cancellations prior to September 1st, 2008 will receive one-half refund of the registration fee. Registration fee will not be refunded after September 15th, 2008. Additional information regarding hotel accommodations and conference programming will be sent to you upon the receipt of your vendor registration. Again, this will be via email so be sure your email address is accurate and legible.

If I can answer any questions, or be of any assistance to you, feel free to contact me at (502) 583-4895. We look forward to seeing you at the 2008 Fall Conference.

Rosie Young, Executive Director

Connie Hayes-Daub, Treasurer

Exhibitor information and registration form will be posted on the KAESP website:
www.kaesp.org.



Rosie Young, Executive Director – Connie Hayes-Daub, Treasurer
KENTUCKY ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS
 200 W. Broadway, Suite 503
 Louisville, KY 40202
 Ph: 502-583-4895 Fax: 502-583-2036 email: kaesp@kaesp.org
 Fed. Id. 61-1050692

Exhibitor Registration Form

KAESP Fall Conference – October 21 - 22, 2008

**Holiday Inn Downtown
 120 West Broadway, Louisville, KY 40202**

Exhibitor/Company Name: _____
Address: _____ **City** _____ **State** _____ **Zip Code** _____
Contact Person: _____
Phone Number: _____
Email to send confirmation: _____
Will you need Electricity? _____ **(Additional Cost - \$20.00)**
Give a brief description of your product or service (ten words or less) for listing in the conference program: _____

Please list the names of your company representative(s) that will need name tags:
(Please Print) _____
Please provide contact name and email address for exhibitor listing: _____

Please make us aware of any special needs or circumstances: _____

Booth Fee - \$235 per booth Electricity fee - \$20.00

Please indicate number of booths requested, electricity needs:

_____ **Booth Fee: \$** _____
 _____ **Electricity: \$** _____

Lunch Ticket(s)

_____ **\$15 each**

Sponsor Fee:

_____ **Bronze \$450 – free booth** _____ **electricity needed** _____ **\$20**
 _____ **Silver \$550 – free booth** _____ **electricity needed** _____ **\$20**
 _____ **Gold \$700 – free booth** _____ **electricity needed** _____ **\$20**

Please indicate which activity you would like to help sponsor:

_____ **KAESP Continental breakfast Tuesday morning (10/21)**

_____ KAESP President's/National Distinguished Principal's Reception
_____ KAESP Tuesday Luncheon
_____ KAESP Wednesday Breakfast

_____ KAESP Conference Bag
Follow-up contact information for Conference Bag:
Name _____
Phone or email for contact: _____

Please indicate if you would like to place an ad in the conference program (Please send copy read ad in word or pdf format by September 15, 2008)

_____ Business card \$20
_____ 1/4 page \$30
_____ 1/2 page \$50
_____ Full page \$75

Total amount submitted \$ _____

Payment method – check only. We can invoice your company if necessary. Please indicate below if this is your method of payment:

___ Please invoice – Send invoice to:

Company: _____

Attn: _____

Company address: _____

City, State, Zip: _____

Please send your registration form along with your registration fee to:

KAESP
Fall Conference Exhibitor Processor
200 W. Broadway, Suite 503
Louisville, KY 40202

You may also fax your registration to 502-583-2036 if we are invoicing or to secure a booth. Payment can then be mailed to the KAESP office. The registration must be submitted by September 15, 2008, if you want to be included in the Conference Program. There will be no refunds after September 15, 2008.

Should you wish to contact the hotel to reserve a room, the hotel phone number is 800-HOLIDAY or you may call the hotel directly at 502-582-2241. Room rate is \$99.00 plus applicable taxes.

KAESP USE ONLY

Date Received: _____

Amount Received: _____ Check # _____ Invoiced _____

Confirmation emailed on: _____