

2010 FALL INSTITUTE EXHIBITOR INFORMATION
KENTUCKY ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS



200 W. Broadway, Suite 503

Louisville KY 40202

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www.kaesp.org

The Kentucky Association of Elementary School Principals will be hosting its Annual Fall Conference in Louisville, Kentucky at the Park Inn Louisville East (1903 Embassy Square Blvd.) on Monday, October 18, 2010, and Tuesday, October 19, 2010. We anticipate this to be one of our best conferences as we have booked an outstanding, nationally renowned speaker – Dr. Linda Dorn who will speak on building professional learning communities for school improvement. Response to Intervention will also be a focus of her presentation. Exhibitors are asked to exhibit one day – Oct. 18, 2010.

Registration for vendors will begin at 7:30 a.m. on Monday, October 18, 2010. All exhibits will be set up in an assigned area. Vendors are asked to have booths open from 10:00 a.m. – 4:00 p.m. on Monday, October 18, 2010. Vendor's showcase/drawings will be held on Monday, October 18 at various times throughout the day. Exhibits should not be dismantled until 3:30 p.m. The exhibit area in this hotel is open and all laid out in the same area with a great flow through.

The following space and accommodations will be offered per booth:

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

Two (2) Folding Chairs.

Booth Space will be approximately 8 feet wide and 8 feet deep.

Exhibitors to purchase a lunch ticket to our luncheon on October 18. A lunch ticket will be available at the discounted rate of \$18.00. Exhibitors will be able to eat lunch with conference attendees in the conference area.

Booths may be purchased for **\$205.00 per booth**. If you need electricity, there will be an additional charge of \$25.00. Additional tables may be purchased for \$30.00 once a booth has been purchased. Any other items needed other than the above, should go through Cheryl Livers at the Park Inn Louisville East Hotel.

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.

You may chose to help sponsor one of the conference activities at various levels of support. These include the President's/NDP Reception, Monday's Luncheon, Tuesday'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 – \$400, 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 - \$500, 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 - \$600, 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. If you are not able to exhibit, this would be a way to reach school leaders. 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 \$25

¼ page \$50

½ page \$60

Full page \$65

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

**Waiver of the \$205.00 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 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 2010 KAESP Fall Conference.

All registration should be postmarked no later than September 10, 2010, if you want to be included in the Fall Conference Program. Registrations will be taken after this date as space allows. 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 3, 2010, will receive one-half refund of the registration fee. Registration fee will not be refunded after September 10, 2010. Confirmation of registration will be sent via email so be sure your email address is accurate and legible.

Please call the Park Inn Louisville East for room reservations: 502- 499-6220. The room rate is \$89 plus any applicable state and local taxes. This rate is limited and expires two weeks before the conference or when the room block is filled.

If we can answer any questions, or be of any assistance to you, feel free to contact us at (502) 583-4895. We look forward to seeing you at Fall Conference 2010.

Rosie Young
Rosie Young, Executive Director

Connie Hayes-Daub
Connie Hayes-Daub, Treasurer

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



Rosie Young, Executive Director – Connie Hayes, 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 18-19, 2010

**Park Inn Louisville East Hotel
 1903 Embassy Square Blvd., Louisville, KY 40299**

Exhibitor/Company Name: _____
Address: _____ **City** _____ **State** _____ **Zip Code** _____
Contact Person: _____
Phone Number: _____
Email to send confirmation: _____
Will you need Electricity? _____ **(Additional Cost - \$25.00)**
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 badges printed for conference: (Please Print) _____
Please make us aware of any special needs or circumstances: _____

Booth Fee - \$205 per booth Electricity fee - \$25.00 Additional tables for booth: \$30

Please indicate number of booths requested:

_____ **Booth Fee: \$** _____

<u>Lunch Ticket(\$18 ea)</u>	<u>Electricity (\$25):</u>	<u>Additional Tables (\$30 ea):</u>
No of tickets: _____	__ yes ___ no	No. of additional tables: _____

Sponsor Fee:

_____ **Bronze \$400 – free booth**
 _____ **Silver \$500 – free booth**
 _____ **Gold \$600 – free booth**

Please indicate which activity you would like to help sponsor:

_____ **KAESP President’s/National Distinguished Principal’s Reception**
 _____ **KAESP Monday Luncheon**
 _____ **KAESP Tuesday Breakfast**
 _____ **KAESP Conference Bag**

Follow-up contact information for Conference Tote 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 10, 2010)

____ Business card \$25
____ ¼ page \$50
____ ½ page \$60
____ Full page \$65

Total amount submitted \$ _____

Payment method – check only. We can also 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**

The registration must be submitted by September 10, 2010, if you want to be included in the Conference Program. There will be no refunds after September 10, 2010.

Please call the Park Inn Louisville East for room reservations: 502- 499-6220. The room rate is \$89 plus any applicable state and local taxes. This rate is limited and expires two weeks before the conference or when the room block is filled.

KAESP USE ONLY

Date Received: _____

Amount Received: _____ Check # _____

Confirmation emailed on: _____