



Invitation to Exhibit

Dear Education Marketer:

On March 4-5, 2010 the Illinois Association for Supervision and Curriculum Development (Illinois ASCD) will be sponsoring its 29th Annual Statewide Conference for Pre-Kindergarten and Kindergarten Educators at the Renaissance Hotel in Schaumburg, IL (see <http://marriott.com/property/propertypage/chirs>). Exhibitors at our annual conference provide a vital service for our participants, and we would be pleased to have your business join us for another exciting conference.

The Illinois ASCD Statewide Conference for Pre-Kindergarten and Kindergarten Educators is unique in our state in that it provides professional growth opportunities specifically for Pre-Kindergarten and Kindergarten educators. This conference has established an outstanding reputation for providing early childhood educators access to appropriate and current instructional methods and curricular materials that support “*best practices*.” We had about 2000 in attendance last year and expect approximately similar attendance in 2010. The conference program is now being finalized and will be ready for mailing in early October 2009.

Exhibitors will be accepted on the basis of date and completeness of application. For the 2010 Conference, 68 exhibit booths will be available. The exhibit rows in 2010 will run again north and south. Please see the enclosed floor plan of the exhibit area in the Renaissance Hotel. We will again be using the Schaumburg Ballroom East that will house all exhibitors in one area and be centrally located to the conference events. The exhibitor fee will remain the same as in past years. Exhibitor time will be 8-5:00 p.m. on Thursday (March 4, 2010) and 8 – 3:30 p.m. on Friday (March 5, 2010). We again will be using Viper Tradeshow Services to provide assistance with exhibitor hall set-ups.

I hope you will give serious consideration to participating as an exhibitor at the 2010 Illinois ASCD Statewide Conference for Pre-Kindergarten and Kindergarten Educators. If you are interested in exhibiting, please complete and sign the original contract and the application form enclosed, and return them with payment by December 1, 2009. Fax applications (309/438-5358) are received only if you are paying by credit card.

Please keep a copy of the Exhibitor Contract for your files. You will receive confirmation of your exhibitor status/space no later than December 31, 2010 (although you most likely will be notified earlier). Following confirmation, you will receive an exhibitor kit (January 2010) from Viper Tradeshow Services, the general services contractor for Exhibits. Please note that you can purchase advertising space in the conference program/registration booklet and/or final program booklet. See application form.

We hope you will be with us! In the meantime, if you have any questions, please feel free to contact me at 815 385 0681 or at dwdodds@ameritech.net or my administrative assistant, Kerri at 309/438-5479.

Sincerely,

D. William Dodds

Executive Director



Application & Exhibit Booth Contract

Illinois Association for Supervision and Curriculum Development
29th Annual Pre-K & Kindergarten Conference & Exhibit Show Renaissance Hotel
Schaumburg, Illinois • March 4 - 5, 2010

Telephone: 309-438-5479 or 309-438-5017 • E-Mail: kjbonds@ilstu.edu

PLEASE TYPE OR PRINT CLEARLY.

1 EXHIBITING FIRM: _____

STREET ADDRESS _____

CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____

PHONE AND EXT. _____ FAX _____

E-MAIL _____ WEB SITE _____

OFFICIAL EXHIBIT CONTACT AND NAMES FOR ADDITIONAL BADGES (NOT TO EXCEED FOUR) _____

2 COST OF EXHIBIT SPACE/SPACE REQUIREMENTS (8' x 10' booth) \$425.00

NUMBER OF BOOTHS _____ X \$425.00 = \$ _____ 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

The exhibit fee for booth(s) purchased must be received by December 15, 2009 (Applications received without payment will not be processed)
Note: Assignment is at the sole discretion of Illinois ASCD.

Ad space in final registration booklet
1/4th page (3 1/2 x 5 1/2) \$ 75.00 = \$ _____
1/2th page (4 1/4 x 7 1/4) \$125.00 = \$ _____
Full page (10 x 7 1/4) \$ 200.00 = \$ _____

Total Amount Enclosed: \$ _____

3 PAYMENT INFORMATION

CHECK ENCLOSED \$ _____ (MAKE CHECKS PAYABLE TO IASCD.)

CHARGE MY: MasterCard VISA

AMOUNT TO BE CHARGED _____

ACCOUNT NUMBER _____

EXPIRATION DATE _____

CARDHOLDER'S NAME _____

SIGNATURE _____

4 SIGNATURE AND AGREEMENT

The exhibitor agrees to abide by all exhibit terms, conditions, and regulations set forth in this contract. *(located on reverse side)*

AUTHORIZED SIGNATURE _____ DATE _____

PRINT NAME AND TITLE _____

ACCEPTED BY ILLINOIS ASCD EXHIBITS MANAGER _____ DATE _____

Return one copy of signed, completed application with payment to Pre-K / K Conference Exhibits
Illinois ASCD
205 S. Main St.
Normal, IL 61790-8650
Phone: 309-438-5479 **Fax:** 309-438-5358
E-Mail: kjbonds@ilstu.edu

FOR ILLINOIS ASCD USE ONLY

DATE RECEIVED _____

BOOTH(S) ASSIGNED _____

Exhibit Booth Contract Rules and Regulations

LOCATION OF EXHIBITS

The Exhibit Show will be located at the Renaissance Hotel in the Schaumburg Ballroom East. Measurements shown on the floor plan enclosed are as accurate as possible, but management reserves the right at all times to modify the floor plan to meet the needs of the exhibit and the exhibitors.

BOOTH EQUIPMENT AND SERVICE INFORMATION

Standard drapery booth equipment includes:

- * back 8' high, side rail dividers 3' high,
- * booth sign (7" x 44") bearing company name and booth number
- * one 8' table
- * **NOTE:** If you do not wish to have a table in your booth, please contact Viper Trade Show Services.

The official exhibit service contractor is **Viper Tradeshow Services**, 2575 Northwest Parkway, Elgin, IL 60124. Telephone: (888) 458-9760 or Fax: (847) 426-3111. All services customarily required by exhibitors will be available through the official service contractor. No other contractors will be permitted without prior approval. Complete shipping instructions and information regarding furniture and carpet rental, electrical work, plumbing, labor for erecting and dismantling exhibits, drayage, etc., will be mailed to exhibitors in January 2010. A service desk will be maintained in the exhibit area.

INSTALLATION AND REMOVAL TIME

It is mutually agreed that it is the duty and responsibility of each exhibitor to install the exhibit before the opening of the exhibition and to dismantle the exhibit immediately after the close of the exhibition.

EXHIBIT SET-UP DATES:

Wednesday, March 3 7:00 p.m. - 10:00 p.m.
Thursday, March 4 6:30 a.m. - 8:00 a.m.

UNLOADING MATERIALS

In January 2010, you will receive information from Viper Tradeshow Services regarding the location and unloading of exhibit materials at the Renaissance Hotel.

EXHIBIT TEAR DOWN / MOVE-OUT:

Friday March 5 3:30 p.m. - 6:00 p.m.

All exhibits must be staffed and must remain intact until the official closing hour. Early dismantling is disruptive to the Exhibit Show. Therefore, exhibitors may not pack, tear down, or remove any portion of the exhibit prior to the official closing at 3:30 p.m., Friday, March 5.

EXHIBIT HOURS

All booths must be open and staffed during the following hours:

Thursday March 4 8:00 a.m. - 5:00 p.m.
Friday March 5 8:00 a.m. - 3:30 p.m.

CANCELLATION

All cancellations must be made in writing to Illinois ASCD. If notification is received on or before January 1, 2010, all monies, less a \$100 administrative fee per booth, will be refunded. Cancellations received after January 1, 2010, obligates the exhibitor to full payment of the rental and forfeiture of all monies paid. No refunds will be made after this date. Failure to occupy booth space does not release the exhibitor from the obligation to pay for full cost of the rental. If booth space is not occupied by 6:00 p.m., Thursday, March 4, 2010. Illinois ASCD exhibit management will have the right to use such space as it sees fit to eliminate empty spaces in the Exhibit Hall.

USE OF SPACE

All demonstrations, interviews, literature distributions, or other promotional activities must be confined within the space rented by the exhibitor. Sufficient space must be provided within the booth to contain persons watching any demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisle or aisles near the booth free of congestion due to demonstrations or other promotions.

RESTRICTIONS

Management reserves the right to restrict exhibits that become objectionable because of noise, method of operation, materials, or for any other reason, and also to prohibit or to evict any exhibit that in the opinion of the management may detract from the general character of the Illinois ASCD Exhibit Show as a whole. This restriction includes persons, things, conduct, printed matter, or anything of a character that the management determines is objectionable. In the event of such restriction or eviction, Illinois ASCD is not liable for any refunds or other exhibit expenses.

SALES

Exhibitors are permitted to make sales on the exhibit floor. Obtaining the appropriate licenses or permits as required by law, collecting and remitting sales taxes, and any other legal business requirements are solely the responsibility of the exhibitor.

LIABILITY

Neither the Illinois Association for Supervision and Curriculum Development, nor the Renaissance Hotel, nor the official decorator, nor the employees, officers, agents, directors, or representatives are liable for any damages or loss that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever. Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor, on signing this contract, agrees to indemnify and hold forever harmless the aforementioned for any and all liability and expense for personal injury, accident, or property damage from fire, theft, destructive causes, or loss arising out of, in, at, or in connection with the exhibitor's display.

SECURITY

Exhibit management will provide necessary security during hours the exhibit area is closed. Exhibitors, however, are solely responsible for their own exhibit materials and should insure the exhibit against loss or damage from theft, accident, vandalism, fire, or other causes. All property of an exhibitor is understood to remain in the exhibitor's care, custody, and control in transit to, from, or within the confines of the Exhibit area.

CARE OF BUILDING AND EQUIPMENT

Exhibitors, or their agents, must not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. Nothing will be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. When such damage appears, the exhibitor is liable to the owner of the property so damaged. All materials used in decoration must be flameproof. Electrical wiring must conform with National Electrical Code Safety Rules. Combustible materials or explosives are not permitted in the Exhibit area.

SHIPPING, MOVING and STORAGE

Exhibitors are responsible for shipping exhibits to the conference facility, storage, labor and all costs associated with the above. Do not ship any exhibit materials to the hotel. Any shipments to the hotel will be refused. No packing crates/boxes may be stored in the exhibit area. Crates / boxes marked with booth number(s), name and address will be stored and returned to the booth by the general service contractor. It is the exhibitor's responsibility to mark and identify all crates/boxes.

Make Sure You Have Completed the following:

- Exhibitor Application
 - ✓ Marked booth space preference on application
 - ✓ Signature on application
- Make copies of all forms for your files
- Make check payable to Illinois ASCD (We cannot reserve space until payment is received)

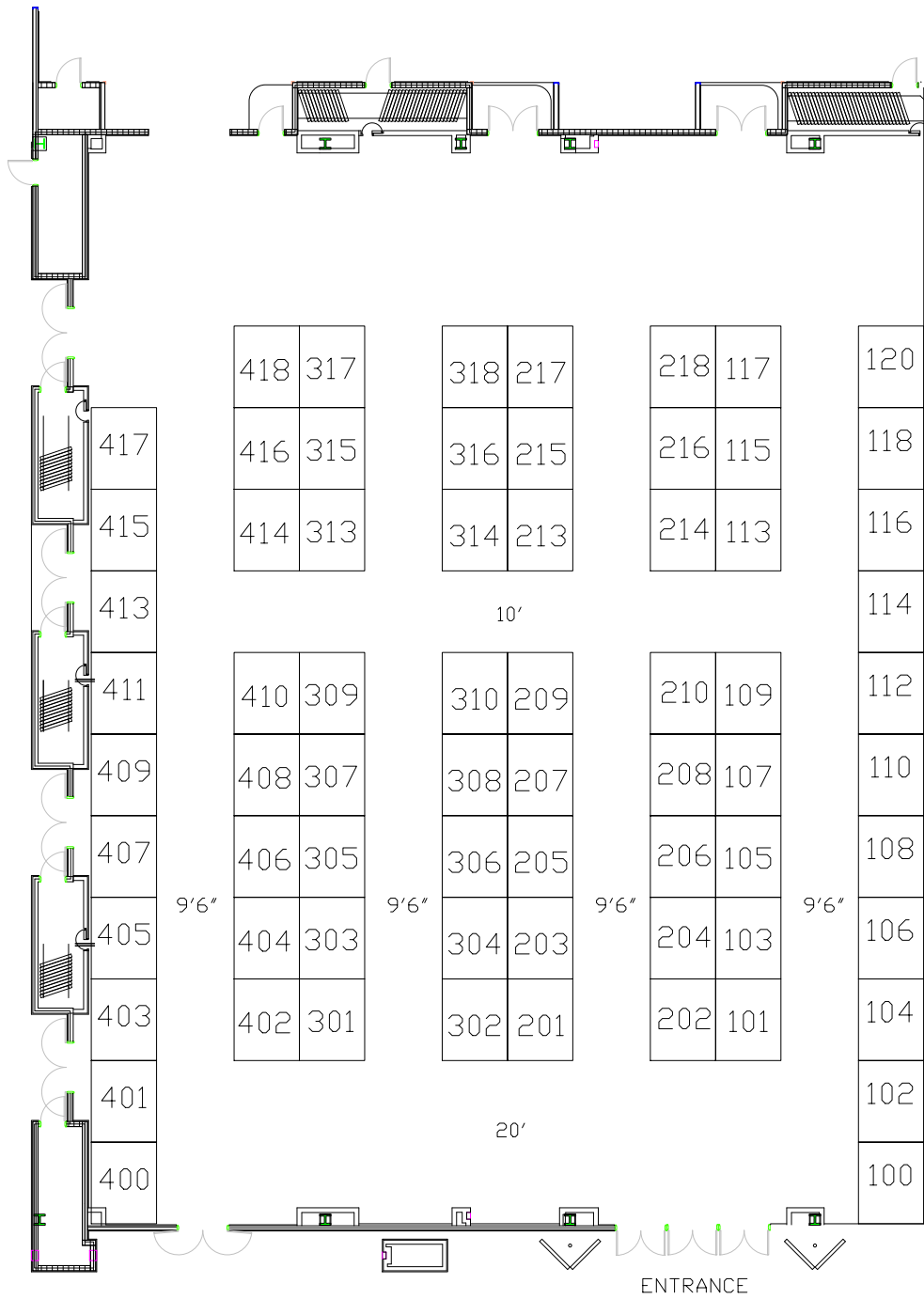
Return one copy of signed, completed application with payment to:

Pre-K / K Conference Exhibits

Illinois ASCD
205 S. Main St.
Normal, IL 61790-8650

Phone: 309-438-5479

E-Mail: kjbonds@ilstu.edu



Viper
 Tradeshow Services
 (888) 458-9760
 (847) 426-3111-Fax

IASCD
 Schaumburg East + E,F,G,H
 Renaissance Schaumburg Hotel & CC
 March 4-5, 2010

BOOTHS 69-8'x10'	DATE 9.2.09
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SCALE 1/16"=1'-0"
