**EXHIBITOR/VENDOR SPACE AGREEMENT**

Louisiana Council for Exceptional Children’s 39th Annual Super Conference January 12th-January 13th 2020,

**Due Date: December 2nd, 2019**

**\*\*IMPORTANT- If completing electronically you must save PDF to your device prior to entering in data.**

1. Exhibiting Company/Non-Profit Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Contact Person (will receive all correspondence):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Products/Services to be Exhibited (10 words or less/will appear in program):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The Standard 7”x 44” Identification sign for Exhibiting Company ONLY shall appear **exactly as follows:**

Exhibiting Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State Only: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-Profit Organizations will be provided an 11”x 14” tabletop sign and it shall appear **exactly as follows:**

Exhibiting Non-Profit Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State Only: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Non-Profit Organization wishes to rent a table at $50.00 (Non-Profit 501 (c)): YES or NO --- If YES # of Tables\_\_\_\_\_\_\_

1. My Exhibiting Company wishes to rent\_\_\_\_\_\_ booth(s) at $400.00 (includes skirted table, 2 chairs, sign, and trash can). My Exhibiting Company wishes to rent\_\_\_\_\_ additional table(s) @ $50.00

\*\*Early Bird Rate is $250.00 if vendor agreement and payment are received by October 15, 2019.

\*\* If registration is received after December 2nd, 2019, the registration fee is $350.00 and this is no guarantee that your organization will be in the program and no guarantee that you will have a sign furnished for your booth.

NOTE: Once we have received your vendor agreement back along with your funds, we will send you an information packet for electrical services, additional furnishings, etc.

1. Company Advertisement in the Program Book? Yes No If yes, please email your logo/AD in a PDF or JPEG file by December 31, 2019. Please check the desired size:

 Full Page/ $125.00 Eight Page/$40.00 Half Page/$75.00 Business Card/$25.00 Quarter Page/$60.00

1. Will your company provide a door prize? Yes No

If yes, contact the President-Elect (Kay Rone Wilson) when you arrive at the conference. She will inform the winner of your booth location, so you can present the door prize to the conference attendee.

\*\* If you would like to be considered for a presentation, please complete the attached call for papers form.

1. Date form was submitted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Please note:**

* **No Exclusive Contracts will be given.**
* **In addition, please note arrangements have been made for vendors to have the ability to set up their booths Sunday January 12th at 12:00pm and the morning of January 13, 2020. If an exhibitor does not check-in by the morning of Monday, January 13th the location of the exhibitor’s booth is subject to to move to another location of the hallway. NOTE: Exhibiting locations will be different. In order to reach more attendees, exhibitors will be placed on the first floor of the Convention Center and Non-Profit Vendors will be placed on the second floor of the Convention Center. 24 hour security will be provided.**
* **The PDF can be completed electronically and should be emailed to the address below or in writing and mailed to the address below. ALL EXHIBTOR/VENDOR QUESTIONS SHOULD BE DIRECTED TO:**

**Kay Rone Wilson (cell phone): 225-993-9773 Email:** **keita.ronewilson@gmail.com**

* **MAKE CHECKS PAYABLE TO: Super Conference 39 and mail to:**

*LACEC Super Conference 39, Attn: Keita Rone Wilson 15903 Parkside Ct. Baton Rouge, LA 70817*

\_\_\_\_\_\_\_\_ Booths @ $400.00 (*$350.00 for early bird registration by 11/1/19, $450.00 if received after December 2, 2019*)

\_\_\_\_\_\_\_\_ Table(s) (**Non-Profit only**)

\_\_\_\_\_\_\_\_ Program Ad

\_\_\_\_\_\_\_\_Program Insert ($100.00) \*Program insert affords your company/organization to directly advertise conference attendees. The company/organization provides us with 600-700 copies of a flyer or handout highlighting their benefits and we insert these handouts into each conference program.

**Total Amount Paid: $\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FOR OFFIC USE ONLY:** Date Received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Payment Received: Y/N Check #:\_\_\_\_\_\_\_\_\_

**Please indicate Vendor presentation format by selecting the box**

**Demonstration: 50 minute session in which presenters demonstrate and involve participants in learning activities (e.g., developing and using curriculum materials or assessment tools; developing instructional plans, using software programs or technologies). Demonstration sessions are intended to be interactive.**

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**Presentation with Q&A: 50 minute session in which individuals present material about a specific topic. Interaction in this format is typically limited to questions and answers. It is mandatory to allow at least 10 minutes for question and answers. Panel: 1-hour sessions that are moderated and designed to present multiple perspectives on a topic.**

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 **Poster Sessions: (50 minutes) Visually present a research study, program, or project. This format is particularly appropriate for works in progress. (Research in progress will not be accepted as a Presentation or Panel session.) Poster sessions are designed to foster maximum interaction with the audience. Typically attendees move through the room from poster to poster. Poster session presenters must: (1) prepare a poster exhibit of high quality that can stand alone in conveying information; and (2) attend the entire poster session and address questions from attendees.**

* **Please Provide 1 to 3 participant outcomes in addition to the proposal description based on National CEC Standards that describe skills, knowledge, and/or behaviors participants will know or have following the session. (e.g. Participants will learn 3 strategies for using social stories with students with autism.) National CEC Standards can be found at the following site:** [**http://www.cec.sped.org/Standards/Ethical-Principles-and-Practice-Standards**](http://www.cec.sped.org/Standards/Ethical-Principles-and-Practice-Standards)

*For questions please contact Kay Wilson* *keita.ronewilson@gmail.com* *or Leslie Ortiz* *leslie.ortiz25@gmail.com*