

CTEEC Conference, Radisson Hotel, September 15th and 16th, 2011



Dear Prospective Vendor:

We are pleased to invite you to the Career & Technical Education Equity Council Conference. This is an excellent opportunity for you to identify new prospects, strengthen relationships with existing customers and enhance your product's recognition with career and technical programs throughout the country.

Conference Date and Time

September 14th 4:00 p.m. – 6:00 p.m. Set up booths.

September 15th 9:00 a.m. – 4:00 p.m. Exhibits Open.

(A Vendor Reception with door prizes will be held on the 15th)

September 16th 8:00a.m. – 12:00 p.m. Exhibits Open (Dismantle booths at noon)

Vendor Booth Pricing

Priority Location: \$150.00

Non Priority Location: \$100.00

Electricity to booth: \$ 25.00 per day/per booth.

Booth includes 4' x 6' table, draping, and two chairs. All other items must be provided by vendor. ***Booth space will be assigned on a first-come, first-served basis with priority given for selected spaces. Your booth number will be assigned after payment is received.***

Sponsoring a Refreshment Break

If your company or business is unable to provide a space, but would still like to be included in the conference we are offering other exciting ways to attract potential customers:

Sponsoring a refreshment break for conference attendees

If you would like to provide signs or advertisements, they will be displayed in prominent locations during breaks.
Sponsor Rates: Gold \$500.00; Silver \$ 300.00; Bronze \$150.00

Advertisement in the Conference Brochure

1 full page \$300.00
¼ page \$200.00

½ page \$250.00
Business Card \$100.00

Action Requested

Please complete and return the enclosed exhibitor contract with payment to:

Julie Lamb
Redlands Community College
1300 S. Country Club
El Reno, OK 73036
Fax 405-422-1251

CTEEC Tax ID #35-2263862

Make checks payable to: CTEEC

CTEEC Exhibit Space Contract:

Please print or type the following information for the program listing:

Name of Organization _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Email address _____

Web address _____

Please print the name of person(s) requiring name tags:

Vendor Space _____

Number of booths you are purchasing _____
(booths are 4 x 6 with draping and 2 chairs. All other items/services must be provided by the vendor or purchased separately from the hotel)

Priority \$150/Non priority \$100 _____

Electricity \$25.00 per day Yes _____ No _____

Sponsor _____ **Advertisement** _____

Gold \$500 _____ Full Page \$300 _____

Silver \$300 _____ 1/2 Page \$250 _____

Bronze \$150 _____ 1/4 page \$200 _____

Business Card \$100 _____

For office use only

Check Number _____

Date Received _____

Confirmation mailed _____

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Confirmation

Conference Coordinator: CTEEC

Booth Number: _____

Date of Confirmation: _____

Total Due: _____

Paid on Account: _____

Balance Due: _____

ADDITIONAL HOTEL EXHIBIT AND DISPLAY CONDITIONS

Non-Flammable Materials

All materials used in the Exhibit Area or any other room in the Hotel **MUST** be non-flammable to conform with the Fire Regulations of Tulsa. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Exhibition Manager of the Hotel.

Special Notices

No nails or bracing wires used in erecting displays may be attached to the building without written consent of the Exhibitor Manager at the Hotel. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor or at the exhibitor's expense.

Insurance

Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

Hold Harmless Clause

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.