



Illinois Alliance of Administrators of Special Education

A subdivision of the Council of Administrators of Special Education <http://www.iaase.org>
1324 Lantern Lights Circle ♦ Lebanon, IL 62254 ♦ Telephone 618.622.8800 ♦ Fax 618.622.8801 ♦ Email: ngerrish@iaase.org

June 1, 2010

Vendor Representatives:

As President-Elect of the IAASE, I want to issue you a personal invitation to be one of the vendors at the *Illinois Alliance of Administrators of Special Education (IAASE)* conferences during the 2010-2011 school year. IAASE is a special education administrators' organization with 1200 members. The theme of our three conferences this year will be "Leadership and Learning in the 21st Century" The IAASE conference dates and locations are:

September 23-24, 2010 – Holiday Inn Conference Center – 18501 South Harlem Avenue - Tinley Park, IL

January 20-21, 2011 – Crowne Plaza – 3000 South Dirksen Parkway - Springfield, IL

May 12-13, 2011 – Gateway Center – One Gateway Drive - Collinsville, IL

Over 1800 special education directors, supervisors, coordinators and regular education administrators from around the state of Illinois will be attending these conferences. This is an excellent time to share information on your product or services with these administrators.

The IAASE Conference Committee has set vendor fees as follows:

Exhibitor - \$400 per conference

- 6' table and 2 chairs
- electricity – if needed
- complimentary lunch for 2 company representatives
- company name and product/service description printed in the Conference Program
- a copy of the Conference Program

Silver Exhibitor - \$500 per conference

- 6' table and 2 chairs
- electricity – if needed
- complimentary lunch for 2 company representatives
- company name and product/service description printed in the Conference Program
- a copy of the Conference Program
- Conference Resource Book and gifts

Gold Exhibitor - \$1000 per conference

- 6' table and 2 chairs
- electricity – if needed
- complimentary lunch for 2 representatives
- company name and product/service description printed in the Conference Program
- a copy of the Conference Program
- Conference Resource Book and gifts
- 2 complimentary non-member registrations (entitles 2 company representatives to attend all Conference sessions)

If, in addition to having an exhibit station, you would also like to give a presentation or sponsor a presentation promoting your materials or service please complete and return the attached form. We are reserving one room throughout the conference (Thursday and Friday) for exhibitor presentations and will advertise these sessions in the program guide as vendor sessions. The program committee will consider all proposals and will contact the selected exhibitors by August 13 if their proposal has been accepted. If you would like to submit a proposal for a 45 minute session please complete the attached form and return it to Norma Gerrish, 1324 Lantern Lights Circle, Lebanon, IL 62254 by August 10. If your proposal is accepted there will be an additional \$400 fee charged to help cover the expenses for the room rental and expenses.

Please note, unless you are a Gold Exhibitor the vendor fee does not entitle any of your company representatives to attend the conference sessions. If any of your company representatives wish to attend the conference sessions they will be expected to pay the non-member per person conference registration fee of \$275 per conference. This fee is in addition to the vendor fees.

The exhibit areas at the Fall and Winter Conferences will be open on the first day of each conference (Thursday) from 8:00 a.m. to 5:00 p.m. Setup time is scheduled from 6:30 a.m. to 8:00 a.m. on that Thursday. The exhibit area at the Spring Conference will be open on the first day of the conference (Thursday) from 7:30 am to 4:30 p.m. Setup time is scheduled from 6:30 a.m. to 7:30 a.m. on that Thursday.

If your company would be interested in providing additional support for IAASE conferences-such as sponsorship of the social activities, continental breakfasts, luncheons, resource books, etc., please contact Norma Gerrish at (618) 622-8800 for additional information. As a sponsor, your company would be recognized in the conference program as a supporter of the event of your choice. You would also receive special signage on your booth and your name badge showing you are a supporter of IAASE.

If your company would be interested in hosting a hospitality suite at the conferences, please make the necessary arrangements with the appropriate hotel/conference center. You will be responsible for advertising this event to conference attendees.

Enclosed is the Exhibitor Reservation Form that you need to complete and return with the non-refundable fee by August 13, 2010 to reserve your exhibit space at the fall conference.

If you have any questions please contact Norma Gerrish, IAASE Administrative Assistant, at 618-622-8800. She will be happy to assist you.

IAASE looks forward to your support and having your company exhibit at our Conferences during the 2010-2011 school year.

Sincerely,

Gineen O'Neil

Gineen O'Neil
IAASE President-Elect

Illinois Alliance of Administrators of Special Education 2010-2011 Conference Exhibitor Reservation Form

Please return this Exhibitor Reservation Form and the appropriate non-refundable fee by **August 13, 2010** if you are interested in being an exhibitor at the IAASE 2010-2011 Conferences.

Please check which IAASE conference dates your company would like to exhibit:

- September 23, 2010** - Holiday Inn Conference Center - 18501 South Harlem Avenue – Tinley Park, IL
- January 20, 2011** - Crowne Plaza – 3000 South Dirksen Parkway - Springfield, IL
- May 12, 2011** - Gateway Center – One Gateway Drive - Collinsville, IL

Please check your exhibitor choice:

- Exhibitor - \$400 per conference**
 - 6' table and 2 chairs
 - electricity – if needed
 - complimentary lunch for 2 company representatives
 - company name and product/service description printed in the Conference Program
 - a copy of the Conference Program
- Silver Exhibitor - \$500 per conference**
 - 6' table and 2 chairs
 - electricity – if needed
 - complimentary lunch for 2 company representatives
 - company name and product/service description printed in the Conference Program
 - **a copy of the Conference Program, Resource Book, and Gift**
- Gold Exhibitor - \$1000 per conference**
 - 6' table and 2 chairs
 - electricity – if needed
 - complimentary lunch for 2 representatives
 - company name and product/service description printed in the Conference Program
 - a copy of the Conference Program, Resource Book, and Gift
 - **2 complimentary non-member registrations (entitles 2 company representatives to attend all conference sessions)**

PLEASE TYPE OR PRINT:

Company Name _____

Company Address _____ City/State/Zip _____

Contact Person: _____

Phone () _____ Fax () _____ Email: _____

Company representative(s) who should be listed in the program and are entitled to a luncheon ticket:

Name _____ Name _____

Number of representatives who request a vegetarian lunch choice ____ Our company will need electricity? Yes ____ No ____

Please attach a product/service description as you want it printed in the Conference Program.

Agreement: By signing this form, I agree to exhibit at the IAASE Conferences on Thursday from 8:00 a.m. to 5:00 p.m. I understand that unless I am a Gold Exhibitor this exhibit fee does not allow company representatives to attend any of the conference sessions. I further understand that if any of the company representatives wish to attend the conference sessions they will be expected to pay the non-member per person conference registration fee of \$275 per conference. This fee is in addition to the exhibit fees.

Company Representative _____ Date _____

Number of Conferences you will exhibit: _____ @ \$ _____ = \$ _____ **Amount Due**

Make check payable to: IAASE Conference Committee

Please sign and return completed form with appropriate fee and product/service description by **August 13, 2010** to:

IAASE CONFERENCE COMMITTEE

Attn: Nancy Newbold - P. O. Box 357 – Vandalia, IL 62471

Phone (618) 283-3505 Fax: (618) 283-3513

Please direct any questions to Norma Gerrish, IAASE Administrative Assistant, 618-622-8800 ngerrish@iaase.org

Office Use Only: Check # _____ Amount _____ Date Received _____

**EXCITING OPPORTUNITY FOR EXHIBITORS
TO OFFER A PRESENTATION:**

Illinois Alliance of Administrators of Special Education
EXHIBITOR PRESENTATION APPLICATION

Please return this Exhibitor Presentation Application Form to Norma Gerrish, 1324 Lantern Lights Circle, Lebanon, Illinois, 62254 by **August 10, 2010** if you are interested in giving or sponsoring a 45 minute session on Thursday or Friday (September 23&24) to promote your materials at the Fall Conference in Tinley Park. If your session is selected you will be billed an additional \$400 in addition to your exhibitor fee to help cover rental expenses.

Company Name _____

Company Address _____ City/State/Zip _____

Contact Person: _____

Phone () _____ Fax () _____ Email: _____

Session Title: _____

Primary Speaker: _____ Title: _____

Additional Speaker(s) : _____ Title: _____

Additional Speaker(s) : _____ Title: _____

Additional Speaker(s) : _____ Title: _____

Description: (Provide a description of the presentation. This description will be used as criteria to judge. This description should include a description of the materials that will be demonstrated, the population that these materials will be appropriate for, and any other information that will help the committee make their selection)

Please submit a short bio for each speaker:

Please provide a one paragraph description of your presentation. If your presentation is accepted, this description will be printed in the conference program:

Basic Audio visual equipment will be provided upon request. Please indicate what you need for your presentation: (We can not provide a computer, please plan on supplying your own if one is needed for your presentation)

Podium

Table for materials

Overhead Projector

Screen

LCD Projector

Please return this application by **August 10, 2010** to:

IAASE CONFERENCE COMMITTEE

Attn: Norma Gerrish

1324 Lantern Lights Circle, Lebanon, Illinois 62254