



## Washington State Association for Supervision and Curriculum Development

March, 2010

Dear Exhibitor:

You are invited to exhibit at the **2010 WSASCD-OSPI-WAEYC Annual Conference**, scheduled for October 14-16, 2010, at the Spokane Convention Center. As you can see, Washington State ASCD will be co-sponsoring with the Office of the Superintendent of Public Instruction (OSPI) and the Washington Association for the Education of Young Children (WAEYC). WAEYC will begin the conference on Wednesday, October 13<sup>th</sup> and WSASCD and OSPI will join them on Friday, October 15<sup>th</sup>. The exhibits will be open from Thursday through Saturday, October 14-16. This outstanding venue will attract educators from all over the region.

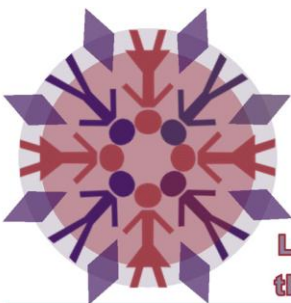
This year's theme, Looking through the Kaleidoscope: Focusing on the Learner, has attracted prominent national presenters. This theme is appealing to educational leaders, as well as all educators seeking professional development, from preschool through the university level. With our partnership with OSPI and WAEYC, we believe more educators will attend our conference this year.

Enclosed are forms and detailed information to reserve your exhibit space. Upon receipt of your registration and payment, an email confirmation will be sent. This year, we are trying something new. Vendors will have the opportunity to select their exhibit space, on a first-come, first-served basis, depending on registration dates. Full payment must be received prior to booth assignment. We will contact you with details about booth selection and the floor plan after your application is accepted. Floor plan is subject to change, and should a change occur, we will make every attempt to keep your booth in the same or similar location. We encourage you to reserve your space early!

The attached information sheet outlines our exhibit fees, advertising opportunities, and sponsorship opportunities. In addition, WSASCD is seeking partnerships of \$500-10,000. For partnership information, check out our website at [www.wsascd.org](http://www.wsascd.org) or contact Kathy Clayton at [kclaytonascd@gmail.com](mailto:kclaytonascd@gmail.com). For partnerships of \$2000 or more, your organization will receive a complimentary exhibit booth, special signage at the event, and recognition in the conference packet or program. If your company is the exclusive sponsor of a speaker or presenter, an individual from your organization will have the opportunity to introduce that speaker. For more information about sponsoring a speaker or presenter, contact Kathy Clayton at 509.270.2907 or [kclaytonascd@gmail.com](mailto:kclaytonascd@gmail.com).

We look forward to your joining us.

Sincerely,



**Looking Through  
the Kaleidoscope:  
Focusing on the Learner**

Julie Clifford  
WSASCD Exhibit Co-Coordinator

Vera Sturm  
WAEYC Exhibit Co-Coordinator

Bill Motsenbocker and Mandi Poindexter  
On-Site Exhibit Co-Chairs

Enclosures:  
Exhibitor Information Sheet  
Exhibitor Registration Form

# EXHIBIT INFORMATION SHEET

## Conference Location

Spokane Convention Center  
334 W. Spokane Falls Blvd.  
Spokane, WA 99201  
(509) 279-7000

## Hotel Accommodations

Hotel Reservations: Red Lion at the Park  
Call 1.800.733.5466  
Ask for Washington State ASCD room block

## Exhibit Booth

Table fees are \$500 per booth. Each 10'x10' booth comes with one skirted 8'x30" table, 2 chairs, as wastebasket, and a printed sign. If you have an assembled display larger than 10'x10', you will need to purchase 2 table spaces.

## Exhibit Schedule & Events

**This is a different schedule than we have had in the past**

Wednesday, Oct. 13	2 pm - 6 pm	Set Up or can set up on Thursday
Thursday, October 14	7:00 a.m. – 12:00 12:00 – 5:30 p.m.	Set Up Exhibits Open
Friday, October 15	7:00 – 5:30 p.m. 7:00 – 8:00 a.m. 9:30 – 10:15 a.m. 11:45-12:00 1:00 – 1:15 p.m. 3:00-3:15 p.m. 4:45-5:30 p.m.	Exhibits Open Coffee Service Special Time for Exhibits Break for attendees Break for attendees Break for attendees President's and Exhibitors' Reception, Door Prizes*
Saturday, October 15	7:00 am – 2:00 p.m. 7:00 – 8:00 a.m. 9:30 – 10:15 a.m. 10:00-10:45 a.m.	Exhibits Open Coffee Service Break for half the sessions Break for other half of sessions
<i>Breakdown:</i>	2:00 p.m.	Breakdown

## Exhibitor Registration

Upon receipt of your exhibit registration and payment, an email confirmation will be sent. You will be contacted by Vera Sturm (WAEYC) to select the location of your booth on a first-come, first-served basis.

## Exhibitor Packets

Please check in at the exhibitor registration table by the conference registration desk when you arrive to pick up your conference badge, registration packet, and to receive your exhibit location.

## Shipping, Furniture or Service Needs

For shipping, furniture, or service needs, work directly with our decorator, LCD. LCD's exhibitor service manual with pricing will be emailed to you about 6 weeks before the event. A draper representative will be available onsite (limited hours). *LCD Exposition Services \* 220 East Augusta Ave; Spokane, WA 99207 \* (509) 325-9656.*

## Electrical and Internet Access

The forms to indicate your required services are included with this registration information. Please mail or fax the forms directly to Spokane Public Facilities District, fax (509) 279-7060. You can also order these services online at [https://ebms1.spokanecenter.com/iebms/coe/coe\\_p1\\_all.aspx?oc=10&cc=EXCAL](https://ebms1.spokanecenter.com/iebms/coe/coe_p1_all.aspx?oc=10&cc=EXCAL). On the WSASCD Exhibit Registration form, please indicate if you are arranging for electrical and/or internet service.

## Sponsorships

All partners and sponsors will be recognized in the conference program. Diamond, Platinum, or Gold Partners will receive one complimentary table space, custom display signs at the event, and other recognitions. Other sponsorship opportunities are included on the registration form. To discuss these options, please contact Kathy Clayton at [kclaytonascd@gmail.com](mailto:kclaytonascd@gmail.com) or call (509) 270-2907.

## Refund and Cancellation Policy

If your application is not accepted, you will receive a full refund. If your application is accepted, and should you need to cancel, you must do so in writing prior to September 15th. There will be a \$50 cancellation fee. There are no refunds for cancellation after September 15th.

## Lodging

Contact the Red Lion Hotel at the Park (1.800.733.5466) by September 15 to receive the special conference room rate. Ask for the Washington State ASCD room block.

## Door Prizes

The President's and Exhibitor's reception will feature drawings for several great door prizes. Exhibitors are also encouraged to donate an item or to conduct a drawing at their respective booth.



# Washington State Association for Supervision Curriculum Development

Annual Conference  
October 14-16, 2010  
Spokane Convention Center

## Exhibitor Registration Form

**\*Required Information**

\*Company Name:

\*Contact Person:

Address:

\*Phone:

\*Email:

Fax:

\*Invoice/Confirmation Address:

**Names of representatives who will attend conference**

Names:

**Company Description:** Briefly describe your product or services; include related subjects, specialty areas, or types of products.

**Exhibit Fee:** \$500 per table (includes 8-foot skirted table, 2 chairs)      # of tables required

- I have a display that is free-standing, and will not need a table (see Exhibitor Information Sheet)  
 I require wall space       I will be ordering Electrical services from the Convention Center       I will be ordering Internet Access  
 Please indicate if you are a:     DIAMOND PARTNER     PLATINUM PARTNER     GOLD PARTNER

Item	Cost	Number	Total Cost
Exhibit Space	\$500 per table		
Box Lunch, Thursday, October 14	\$25		
Box Lunch, Friday, October 15	\$25		
Box Lunch, Saturday, October 16	\$25		
Lunch at Friday Awards Luncheon	\$30		
Lunch at Saturday Closing Luncheon	\$30		
Program advertisement, 1/2 page, 4"x3" black and white	\$150		
Program advertisement, full page, 4"x6" black and white	\$300		
Co-Sponsorship: Morning Coffee Service	\$200		
Co-Sponsorship: Friday Exhibitors' Reception	\$300		
Co-Sponsorship: President's Special Reception with invitation for 2 guests (Friday night)	\$500		
Diamond Partner: <i>Exhibit space and full page ad is complimentary</i>	\$10,000 +		No charge
Platinum Partner: <i>Exhibit space and full page ad is complimentary</i>	\$5,000-9,900		No charge
Gold Partner: <i>Exhibit space is complimentary</i>	\$2,000-\$4,900		No charge
<b>Total</b>			

**Payment**     Visa     MasterCard    **Credit Card #**  
 **Check (Payable to WSASCD)**

**Exp. Date**

Please mail or fax with form of payment to:

**Julie Clifford, Exhibit Co-Coordinator**  
 825 Fifth Avenue SE  
 Olympia, WA 98501

Phone: (800) 859-9272  
 Fax: (360) 352-6873