

MIDTESOL 2013 CONFERENCE

Held at

Lawrence Arts Center & South Middle School

Lawrence, Kansas

Conference Website: <http://www.midtesol.org/midtesol>

www.midtesol.org



INVITATION TO EXHIBITORS:

All Publishers, Vendors and Friends are invited to share new materials, technology, ideas and products with attendees at the **MIDTESOL 2013 Conference “Engaging Learners – Building Community”**– on **October 11 & 12 at South Middle School, Lawrence, Kansas.**

When: Begins 5:00 PM Friday, October 11, 2013 with Concurrent Sessions at the Lawrence Arts Center and segues into our Evening Reception and continues into Saturday 12, October 2013 at South Middle School.

What: In addition to notable plenary and keynote speakers, the Conference offers a full slate of presentations and demonstrations for attendees working in K-12, adult education, community college and higher education.

Where: Lawrence Arts Center & South Middle School, Lawrence, Kansas.

Time: The exhibit area will be ready on Saturday, October 12, for set up from 6:00 am onward. Booths to remain open until approximately 4:30 pm.

Accommodation: The city of Lawrence offers a selection of hotels at the local Chamber of Commerce website <http://www.visitlawrence.com/>.

**Reserve your Exhibit table(s) now.
Please see the Contract form to sign-up for Exhibit Space.**

Exhibiting AND Presenting???
***Then you MUST also register as a conference Attendee/Presenter using
a Conference Registration Form***

CONTACT: Jean Craft: jscrz9@mst.edu 573-578-1992



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EXHIBITOR/VENDOR SPACE CONTRACT

Table location will be determined on a first arrival basis and electrical need

Name of Company: _____

Company Address: _____

Phone: _____ Fax: _____ Email: _____

Name of Contact Person: _____

Name of Representative Attending Conference: _____

Phone: _____ Email: _____ Fax: _____

Representative's Address: _____

| | | |
|---|-----------------|--------------|
| Please indicate display space needs: | | |
| Exhibit space – first 8-foot table 1 ea \$130.00 | 1 ea | \$130 |
| | \$130.00 | .00 |
| Additional table space – 8-foot table ea \$75.00 | | |
| Extra exhibit space – (racks, stands, etc. provided by exhibitor) ea \$50.00 | | |
| Total Display Space | | |
| The MIDTESOL Board will be happy to consider ads or coupons for inclusion in the Conference Program. | | |
| Copy-ready format and payment must be received by September 1. | | |
| Ad or Coupon Space in Conference Program Full Page \$100.00 ea | | |
| Half Page \$50.00 ea | | |
| Quarter Page \$25.00 ea | | |
| Total Ad Space | | |

Total amount of check enclosed: \$ _____

Signature: _____ Title: _____

Printed Name: _____ Date: _____

Company Name: _____

*****Please indicate any special display needs or location requests for your exhibit*****

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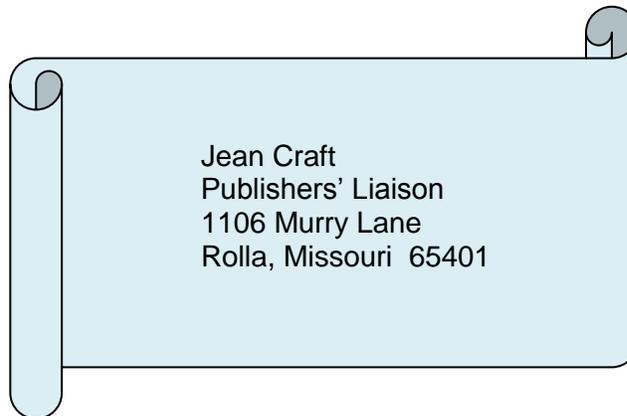
Conference Website: <http://www.midtesol.org/midtesol>

- **Sponsorships are available.**
- **All sponsorships will be recognized in the Conference program.**
- **Raffle Items are welcome.**
_____ Raffle Items: (We [Publisher's Representatives] are willing to provide):

Important Information:

The payment of this contract is **non-refundable**. Payment for exhibit space(s) and advertising must be received by September 1, 2013. MIDTESOL does not assume any responsibility for losses or damages. A confirmation letter will be sent upon receipt of your check with signed contract.

Please mail this form and check (payable to **MIDTESOL**) to:



Special Notes:

You may begin set-up at 6:00 am on Saturday, October 12 in the Main Corridor of South Middle School before the workshops and registration start. On Saturday, MIDTESOL activities run from 8:00 am – 5:00 pm. The raffle, with your generous donations, is scheduled for 4:15pm. Tear down is to begin around 4:30 or 5:00 pm. We strongly request that no give-a-ways start BEFORE 4:00 pm.

EXHIBITOR CONTACT for MIDTESOL: Jean Craft – jscrz9@mst.edu – 573-578-1992

Exhibit Site FAQs for MIDTESOL 2013

Saturday, October 12th, 2013

| QUESTION | ANSWER | QUESTION | ANSWER |
|--|--|--|---|
| Hotel Information | Please see the MIDTESOL website at www.MIDTESOL.org . Click on the conference link, and then click on the accommodations link. | Airport Information | Kansas City, Missouri. Code: MCI . The Kansas City International Airport Is approximately 40 miles from Lawrence, Kansas. |
| Additional Information | The City of Lawrence, Kansas Convention & Visitors Bureau, http://www.visitlawrence.com/ . | Can exhibitors ship their products ahead? | Yes. Exhibitors may ship displays or other materials to: Attention: Kim Kreicker, MIDTESOL Conference Chair South Middle School 2734 Louisiana Street Lawrence, KS 66046 |
| What area has been designated for the exhibits? | Main Corridor, South Middle School 2734 Louisiana Street Lawrence, KS 66046 | Is there secure storage for exhibitors' products before and after the conference? | We can receive your displays & materials, which will be maintained in a secure area until you arrive. We cannot be responsible for your displays or materials after the conference ends or ship your materials back to you. |
| What time can we begin setup on Saturday? | The building will open at 6 AM. The conference will run from 8 AM to 4 PM that day. | Any special parking area for exhibitors? | |
| What time should we break down our exhibit? | We need to be out of the building by 6 PM that day. | Stairs or ramps locations? | No. The |
| What size tables will be available for exhibitors? | 3' x 8' | Is there an elevator? | Yes, but the conference area and all entrances are on one level. |
| Will site staff set up the tables? | Yes | Will hand-trucks be available for exhibitor use in moving heavy boxes of books or other items? | Yes |
| Will table covers and skirts be provided? | No | Loading dock location? | Please enter through the front door. |
| Will electric outlets be available? | Yes. Please let us know your requirements so that we can plan for your needs. | Will WiFi be available? | Yes. Please let us know your requirements so that we can plan for your needs. |
| Contact person, mailing address and phone number at Conference site: | Kim Kreicker, Conference Chair South Middle School CELL: 785-218-1191 CLASSROOM: 785-838-4206 | Can Exhibitors/Vendors Present? | Yes, it is a separate registration and fee. See Call for Proposals at www.MIDTESOL.org |
| Can exhibitors place an advertisement in the program? | Yes. See contract for details. | | |