



*Arkansas Association of Continuing and Adult Education & Arkansas Literacy Councils*

**October 27-28, 2011**

**Wyndham Riverfront, North Little Rock, Arkansas**

**TO: Vendors**

**FROM: Sandra Miller**

**RE: AACAE & ALC Conference**

**We would like to invite your company to exhibit your products at our statewide Arkansas Association of Continuing and Adult Education & Arkansas Literacy Councils Conference to be held October 27 & 28, 2011 at the Wyndham Riverfront Hotel in North Little Rock.**

**This conference will be attended by approximately 350 adult education and literacy instructors, tutors, administrators, paraprofessionals, volunteers, GED examiners, and state personnel. Your participation will allow you an opportunity to exhibit and share information pertaining to materials and merchandise you have to offer. In addition to educational materials, personal retail merchandise can also be exhibited and sold.**

**The booth fee is \$125.00. This fee includes one 6 ft. table, skirting, tablecloth, and one complimentary meal ticket per day per booth. The hotel has a \$20 charge for electricity if needed & a wireless internet is free if needed. The deadline to reserve your exhibit space is October 1, 2011. Fees must be paid in advance.**

**We hope that you will be able to attend the conference to showcase your products. Our educators are always looking for new products.**

**Enclosures**

## Exhibitor Information:

Exhibitors are scheduled to set up their booths at the Wyndham Riverfront Hotel in North Little Rock on October 27<sup>th</sup>. The conference will end at 12:00 noon on Friday, October 28<sup>th</sup>. The Exhibit Hall will open at 7:30 a.m. on Thursday and Friday if you choose to get an early start.

**The deadline to reserve your exhibit space is October 1, 2011.** A response form is enclosed for you to complete and return. **The fee per booth space is \$125.00,** which includes one table, skirting, tablecloth. One complimentary meal ticket per day will be provided per booth space requested. The hotel has a \$20 charge for electricity and wireless internet is free if needed.

Special room rates are available at the Wyndham Riverfront Hotel in North Little Rock until October 6, 2011. Rates are \$88 for single occupancy and \$10 for each additional person. Please call the hotel at 501-371-9000 or 1-866-657-4458 to make reservations. Be sure to identify yourself as being with the Arkansas Association of Continuing and Adult Education Conference.

If you have any questions, please contact Sandra Miller:  
**870/368-2052 or email: [smiller@ozarka.edu](mailto:smiller@ozarka.edu)**

## ~ ~ ~ Special Promotional Opportunities ~ ~ ~

Door prizes are a highlight of the conference. The company donating the prize is recognized. Please indicate on your response form if your organization would like to use this as a means of promotion. A door prize may be sent to represent your company even if you are unable to attend the conference.

Hosting a refreshment break is another way of further promoting your materials and merchandise. Breaks are held between workshop sessions, which would allow a company time to interact with conference attendees to explain and demonstrate their products. Please indicate on your response form if your organization would like to host a refreshment break.

## Exhibitor Information and Details

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Representative's Name: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_ We will contribute \_\_\_\_\_ as a door prize.

\_\_\_\_\_ We will host a refreshment break during the conference.

\_\_\_\_\_ We would like to donate the following amount toward a refreshment break \$ \_\_\_\_\_.

	Number	Each	Total
Booth	<u>  1  </u>		\$125
Electricity for booth	_____		\$ 20
Additional Meal Packages	_____		\$ 50

*Each meal package will give the exhibitor access to all meals and receptions throughout the conference.*

**TOTAL DUE** \_\_\_\_\_

**NAMETAG INFORMATION:** List the names of all personnel who will be in your booth.  
(To avoid nametag errors, please provide names by October 1, 2011.)

**PLEASE PRINT**

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**Please make checks payable to AACAE (Arkansas Association of Continuing and Adult Education), c/o AALRC, 525 West Capitol, Little Rock, AR 72201. Your booth space will not be reserved until your payment is received. Thank you!**