

November 8, 2018

Vendor Representatives:

As President-Elect of the IAASE, I want to invite vendors who provide services or products to students with special needs to be exhibitors at the Illinois Alliance of Administrators of Special Education (IAASE) 20th Annual Winter Conference. IAASE is a special education administrators’ organization with over 1200 members. During the 2017-2018 school year, we were named as the Exemplary Unit of the Year by the Council of Administrators of Special Education (CASE). This year promises to be even bigger and better. Our two conferences will have a theme of “Facing the Future - Together.” We hope that you will consider exhibiting at our conference in Springfield. The details are below:

February 21-22, 2019 (Exhibitors present on February 21st only)
 Crowne Plaza Springfield
 3000 South Dirksen Parkway
 Springfield, Illinois 62703

Special education directors, supervisors, coordinators and regular education administrators from around the state of Illinois will be attending this conference. 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:

Level	Amount	Benefits
Exhibitor	\$500	<ul style="list-style-type: none"> • 6’ table and 2 chairs • electricity – if needed • complimentary lunch for 2 company representatives • company name, contact information, and product/service description available on the conference app • a copy of the Conference Program Guide
Silver Exhibitor	\$700	<ul style="list-style-type: none"> • <u>Preferential placement of 6’ table and 2 chairs</u> • electricity – if needed • complimentary lunch for 2 company representatives • company name, contact information, and product/service description available on the conference app • Conference Program Guide <u>and gift</u>
Gold Exhibitor	\$1000	<ul style="list-style-type: none"> • <u>Preferential placement 6’ table and 2 chairs</u> • electricity – if needed • complimentary lunch for 2 representatives • company name, contact information, and product/service description available on the conference app • Conference Program Guide <u>and gift</u> • <u>the 2 company exhibitors/representatives may attend all Conference sessions and social hour</u>

Platinum Exhibitor	\$1500	<ul style="list-style-type: none"> • <u>Preferential placement 6' table and 2 chairs</u> • electricity – if needed • complimentary lunch for 2 representatives • company name, contact information, and product/service description available on the conference app • Conference Program Guide <u>and gift</u> • <u>the 2 company exhibitors/representatives may attend all Conference sessions and social hour</u> • <u>VENDOR to distribute product information on the tables</u>
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Please note, unless you are a Platinum or Gold Exhibitor or special event sponsor the vendor fee does not entitle any of your company representatives to attend the conference sessions or social hour. If any of your company representatives wish to attend the conference sessions or social hour they will be expected to pay the non-member per person conference registration fee of \$325 per conference. This fee is in addition to the vendor fees.

The exhibit areas at the Winter Conference will be open on the first day only of the conference (Thursday, February 21) 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 day.

Additionally, we are pleased to announce new sponsorship options to support our organization. If your company would be interested in providing additional support for IAASE conferences as a general sponsor or special event sponsor such as sponsorship of the social activities, continental breakfasts, luncheons, program guides, etc., please see the attached list and contact Jami Hodge at jami.hodge@wces.co, phone: (618) 993-2138 or Norma Gerrish at ngerrish@iaase.org, phone: (618) 622-8800 for additional information. There are many benefits to you as an organization for becoming a donor and we appreciate every bit of support that you can provide to us. Please see the sponsorship attachment with this message.

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.

Please complete the on-line Exhibitor Reservation Form (Go to www.iaase.org and click on “Exhibitor Registration Information” in the left-hand margin) and submit the non-refundable fee by February 1, 2019 for the Winter Conference to reserve your exhibit space at the winter conference. When you complete the on-line registration process you will receive a registration confirmation email. If you are paying by check please print this message and send a copy with your check to: IAASE, PO Box 1733, Granite City, IL 62040

You will receive more information several weeks before the conference with final details and additional set-up information.

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

IAASE looks forward to your support and having your company exhibit at our Winter Conference on February 21, 2019.

Sincerely,
 Jami Hodge
 IAASE President-Elect

IAASE reserves the right to reject any vendor application