



IAASE The Illinois Alliance of Administrators of Special Education

Providing the Voice, Vision, and Future of Special Education Leadership in Illinois
 A subdivision of the Council of Administrators of Special Education (CASE)

July 13, 2022

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) 23rd Annual Fall Conference. IAASE is a special education administrators’ organization with over 1300 members. This past January the Council of Administrators of Special Education (CASE) named IAASE as the outstanding unit. This year promises to be even bigger and better. The theme for this year’s conferences is “*Forward Together.*” We hope that you will consider exhibiting at our conference in Tinley Park. The details are below:

October 20-21 (Exhibitors present on October 20th only)

Tinley Park Conference Center
 18451 Convention Center Drive
 Tinley Park, Illinois 60477

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 • 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> • 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> • 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> • 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>

Please note, unless you are a Gold or Platinum 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 \$450 per conference. This fee is in addition to the vendor fees.

The exhibit areas at the Fall Conference will be open on the first day only of the conference (Thursday, October 20th only) 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.

Sponsorship Opportunities. 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 Tarin Kendrick at tkendrick@ntdse.org phone: (847) 965-9040 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.

Registration will open on Monday, Thursday, July 14, 2022, at 10:00 a.m. Please complete the on-line [Exhibitor Reservation Form](https://reg.learningstream.com/reg/event_page.aspx?ek=0039-0005-bcfla32943a64e0c82a168556c1080e4) (https://reg.learningstream.com/reg/event_page.aspx?ek=0039-0005-bcfla32943a64e0c82a168556c1080e4) and submit the non-refundable fee for the Fall Conference to reserve your exhibit space at the fall 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 Fall Conference on October 17, 2019.

Sincerely,
Tarin Kendrick
IAASE President-Elect

**SAVE THE DATE: IAASE Winter Conference will be February 23-24, 2023.
Exhibitors will be invited to exhibit on February 23 only.**

IAASE reserves the right to reject any vendor application