



**2018 FALL INSTITUTE EXHIBITOR INFORMATION
KENTUCKY ASSOCIATION OF ELEMENTARY SCHOOL
PRINCIPALS**

**1801 Echo Trail
Louisville KY 40245
(502) 272-8447 (Voice)
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www.kaespsy.org

The Kentucky Association of Elementary School Principals will be hosting its Annual Fall Institute in Louisville, Kentucky. This year's institute will be held at the University Club, 200 E Brandeis Ave, on the campus of the University of Louisville, on Monday, November 19, 2018. We anticipate this to be one of our best conferences as we have booked an outstanding, nationally renowned speaker – Dr. JoeSanfelippo,

Exhibitors will exhibit one day only – Nov. 19, 2018.

Registration for vendors will begin at 7:30 a.m. on Monday, Nov. 19, 2018. All exhibits will be set up in an assigned area. Vendors are asked to have booths open from 9:00 a.m. – 2:00 p.m. on Monday, Nov. 19, 2018. Exhibits should not be dismantled until 2:00 p.m.

The following space and accommodations will be offered per booth:

- One (1) 2 feet wide x 6 feet long x 30 inches height display table
- Two (2) Folding Chairs.
- Booth Space will be approximately 8 feet wide and 8 feet deep

Exhibitors are able to purchase a lunch ticket to our luncheon on November 19. A lunch ticket will be available at the discounted rate of \$20.00. Exhibitors will be able to eat lunch with institute attendees.

Booths may be purchased for **\$110.00 per booth**. If you need electricity, there will be an additional charge of \$15.00. Additional tables may be purchased for \$25.00 once a booth has been purchased.

Booths may also be obtained through sponsorship of conference receptions/special events.

We have a variety of sponsorship options available so please consider becoming an annual KAESP Sponsor.

You may choose to help sponsor one of the conference activities at various levels of support. These include Monday's Continental Breakfast, Monday's Luncheon, and the Fall Institute Tote Bag:

Bronze Level – \$150, waiver of one booth fee (electricity not included), one ticket to luncheon, and special listing in program.

Silver Level - \$200, waiver of one booth fee (electricity not included), two tickets to luncheon, two minutes on the agenda of the sponsored activity, special listing in program, ¼ page ad in program.

Gold Level - \$300, waiver of one booth fee (electricity not included), two tickets to luncheon, five minutes on the agenda of the sponsored activity, ½ page ad in program.

We are also soliciting ads for our conference program. If you are not able to exhibit, this would be a way to reach school leaders. All ad material must be copy ready and formatted in a word type or pdf format. If you would like to place an ad in our program, the following rates apply:

¼ page \$25

½ page \$40

full page \$50

One additional opportunity for sponsorship is the sponsoring of our **annual conference tote bag**. Approximately 50 bags are needed for the conference. If your company would like to become the sponsor of our conference bag, please indicate your willingness on the exhibitor registration form and we will be in contact with you.

All registrations must be received no later than Nov. 6, 2018, if you want to be included in the Fall Institute Program. Registrations will be taken after this date as space allows. You will receive confirmation regarding registration via email so be sure your email address is legible and accurate. In the event that booth space is sold out prior to the receipt of your registration, your full registration fee will be refunded.

Cancellations prior to Nov. 1, 2018, will receive one-half refund of the registration fee. Registration fee will not be refunded after Nov. 6, 2018.

If we can answer any questions, or be of any assistance to you, feel free to contact us at (502) 272-8447. We look forward to seeing you at Fall Institute 2018.

Rosie Young

Rosie Young, Executive Director

John Ansman

John Ansman, Treasurer

Exhibitor information and registration form will also be posted on the KAESP website:
www.kaespsy.org.



Rosie Young, Executive Director – John Ansman, Treasurer
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 1801 Echo Trail
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Fed. Id. 61-1050692

Exhibitor Registration Form

KAESP Fall Institute – November 19, 2018

**University Club
 200 E. Brandeis Ave.
 Louisville, KY 40208**

Exhibitor/Company Name: _____

For the Conference Program:

Address: _____ **City** _____ **State** _____ **Zip Code** _____

Contact Person: _____

Phone Number: _____

Email listing for program: _____

Email to send confirmation: _____

Will you need Electricity? _____ **(Additional Cost - \$15.00)**

Give a brief description of your product or service (ten words or less) for listing in the conference program: _____

Please list the names of your company representative(s) that will need badges: (Please Print)

Please make us aware of any special needs or circumstances: _____

Booth Fee - \$110 per booth Electricity fee - \$15.00 Additional tables for booth: \$25

Please indicate number of booths requested:

_____ **Booth Fee: \$** _____

Lunch Ticket(\$20 ea)

Electricity (\$15):

Additional Tables (\$25 ea):

No of tickets: _____

_____ **yes** _____ **no**

No. of additional tables: _____

Sponsor Fee:

_____ **Bronze \$150 – free booth**

_____ **Silver \$200– free booth**

_____ **Gold \$300 – free booth**

Please indicate which activity you would like to help sponsor:

_____ KAESP Monday Continental Breakfast
_____ KAESP Monday Luncheon
_____ KAESP Conference Bag

Follow-up contact information for Conference Tote Bag:

Name _____

Phone or email for contact: _____

Please indicate if you would like to place an ad in the conference program. Please send copy ready ad in word or pdf format by Nov. 6, 2018.

_____ ¼ page \$25
_____ ½ page \$40
_____ Full page \$50

Total amount submitted \$ _____

Payment method – check only. We can also invoice your company if necessary. Please indicate below if this is your method of payment:

___ Please invoice – Send invoice to:

Company: _____

Attn: _____

Company address: _____

City, State, Zip: _____

Please send your registration form along with your registration fee to:

KAESP
Fall Conference Exhibitor Processor
1801 Echo Trail
Louisville, KY 40245

The registration must be submitted by Nov. 6, 2018, if you want to be included in the Conference Program. There will be no refunds after Nov. 6, 2018.