

CASL Conference 2010

Transliteracy in a Mobile World: the Ability to Read, Write and Interact Across a Range of Platforms

November 7 - 8, 2010

Dear Exhibitor,

The Connecticut Association of School Librarians (CASL) Conference, *Transliteracy in a Mobile World: the Ability to Read, Write and Interact Across a Range of Platforms* will be held on Sunday - Monday, November 7 - 8, 2010 at the Crowne Plaza Hartford-Cromwell Hotel Cromwell, CT. The hotel's central location and superb conference facilities are an ideal setting to showcase the best educational practices from across the region. This conference should attract approximately 400 library media specialists, technology educators, teachers, administrators, and other educators, and provides the opportunity for hands-on viewing of your many products.

Included in this packet is all the information that you will need to provide our conference attendees with the information about your products. Please read the documents carefully and complete and mail back the **Registration Form**.

SET-UP

- There will be set-up time for vendors on Sunday November 7th and Monday November 8th.
- The vendor area will be open from 7:30 AM-4:00 PM on Monday November 8th.
- Continental Breakfast and snacks will be served in the exhibit area on Monday.
- Additional **free time** will be provided, so that the attendees will have access to the exhibit area.

COST

- The cost for exhibit space is \$330 for each **six-foot table**. This includes lunch for **one** representative. Please pay CASL for this charge.
- **Electricity** is available for \$25 + 6% sales tax or \$26.50 for each 110 Volt/15 Amp outlet. Please pay CASL for this charge.
- The exhibitor must contact and pay the hotel by credit card for **Telephone Service (Credit Card Use)**, which is available for \$50.00 + sales tax or \$53.00. The telephone number to call is 860-635-2000.
- **High Speed Internet** Access is FREE.
- The exhibitor must make hotel room reservations directly with the Crowne Plaza. If you stay at the **Crowne Plaza**, be sure to identify yourself as a CASL Exhibitor to receive the conference rate.

TABLE ASSIGNMENTS

- CASL reserves the right to make space assignments, operating as it deems necessary in the best interest of the participants and of the exhibition as a whole. Every attempt will be made to honor location preferences specified on the registration form, within the limits of the exhibit area and the services required by the exhibitors.
- You will receive your assigned table number(s) when you arrive at the exhibition site.

SHIPPING ARRANGEMENTS

- You will need to coordinate shipping arrangements yourself. The Crowne Plaza Hotel does not provide storage space; they will however accept shipments for the conference within two days prior to the conference. Please read the document *Exhibition Policies and Procedures*.
- All items **must** be marked with your name or your company's name, CASL Conference and the date of the conference.

REGISTRATION

- Refunds will only be made for cancellations received by September 1, 2010.
- No registration will be accepted after October 1, 2010 and all requests for space, set-up or equipment must be submitted to me in writing by October 1, 2010. No requests will be honored after that date.
- Unless otherwise requested, your cancelled check is your confirmation of your reservation.
- Each vendor will receive a badge and packet of information related to conference activities, along with a complete list of exhibitors when he/she arrives at the Crowne Plaza.
- **Please note: It is our policy not to give the names of conference attendees or CASL members.**

SPONSORSHIP of Refreshments Increases Visibility!

Suggestions include:

A Coffee Break

An Ice Cream Social

A Cookie Snack

If interested, please contact Paula Daitzman.

The completed registration application and check for exhibit space must be received on or before October 1, 2010.

We look forward to having you exhibit at our conference.

Sincerely,
Paula Daitzman
CASL 2010 Conference Vendor Chairperson
19 Blackberry Drive East
Stamford, CT 06903

If you have any questions, please feel free to call me at 203-326-0786 (cell),
or E-mail me at pdd2002@optonline.net.

Visit our CASL website to download the vendor registration packet.

<http://www.ctcasl.com/conf/conference10.html>