

*CASL Conference 2008*  
*New Beginnings—the Best Is Yet to Come*  
*November 9<sup>th</sup> and 10<sup>th</sup>, 2008*

Dear Vendor,

The Connecticut Association of School Librarians (CASL-formerly CEMA) is holding its annual conference at the Crowne Plaza Hotel in Cromwell, CT. In 2007, CASL participated in a joint Conference with CECA. In 2008, the inaugural year of our newly named association, CASL has returned to its previous format of sponsoring the conference.

The pre-conference is Sunday, November 9<sup>th</sup> starting at 2:00 and the Conference is Monday, November 10<sup>th</sup>. The 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 425 technology educators, library media specialists, teachers, administrators, and other educators, and provides the opportunity for hands-on viewing of your products. This year we are offering vendors an opportunity to purchase a “hot spot” location. There is one hot spot still available in a high traffic area and located near food.

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 following document carefully and complete its three accompanying forms: *Registration, Exhibitor Electrical Requirement, and Internal Hotel Phone Line Request. High Speed Internet Access is available at no charge.*

**SET-UP**

- Set-Up time for vendors will be from 6:00-10:00 PM on Sunday November 9<sup>th</sup> and 6:00 AM to 8:00 AM on Monday November 10<sup>th</sup>.
- The vendor area will be open from 8:00 AM-4:00 PM on Monday November 10<sup>th</sup>.
- 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**

- This year we will be providing 6 foot tables for **\$300**. For an additional \$50.00 there is one hot spot still available.
- Electricity is available. Please complete the attached form. Please pay CASL for this charge.
- The exhibitor must complete *Telephone* arrangements with the hotel.
- The exhibitor must make hotel room reservations directly with the Cromwell 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 does not provide storage space; they will however accept shipments for the conference within two days prior to the conference.
- All items **must** be marked with your name or your publisher's name, CASL Conference and the date of the conference.

## REGISTRATION

- Refunds will only be made for cancellations received by October 18, 2008.
- No registration will be accepted after October 15, 2008 and all requests for space, set-up or equipment must be submitted to me in writing by October 15, 2008. 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.
- CASL cannot accept credit card payments.
- **Please note: It is our policy not to give the names of conference attendees or CASL members.**

<i>The Forms Included in this Packet</i>	<i>should be mailed to:</i>	<i>E-mail</i>
<i>2008 CASL Registration Form</i>	Anne Weimann 25 Elmwood Ave., Trumbull, CT 06611	aweimann@snet.net
<i>Exhibitor Electrical Requirements</i>	Anne Weimann 25 Elmwood Ave., Trumbull, CT 06611	aweimann@snet.net
<i>Internal Hotel Phone Line Request Form</i>	Crowne Plaza Hotel Attn: Ms. Tammy Strong 100 Berlin Rd., Cromwell, CT 06416	tstrong@shanercorp.com

## ***SPONSORSHIP of Refreshments Increases Visibility!***

**Please contact Paula Daitzman if your company is willing to sponsor**  
\_\_\_\_ **an ice cream social**  
\_\_\_\_ **a coffee break**  
\_\_\_\_ **a cookie snack**

**The completed registration and check for exhibit space must be received on or before October 15, 2008.**

**We look forward to having you exhibit at our conference.**

Sincerely,  
Paula Daitzman  
CASL 2008 Conference Vendor Chairperson  
19 Blackberry Drive East  
Stamford, CT 06903

If you have any questions, please feel free to call me at 203-946-8876 (work/September), or [pdd2002@optonline.net](mailto:pdd2002@optonline.net) (home email). The CASL website is: [www.ctcasl.com](http://www.ctcasl.com)