

CATESOL
40th State Conference
EXHIBITS

www.catesol2009.org

WHOLE LEARNER
WHOLE TEACHER

CATESOL State Exhibits Coordinator: Monica Snow-Alcaraz

catesolstateexhibits@gmail.com



**Pasadena Convention Center,
Hilton Pasadena, & Sheraton Pasadena
Pasadena, California
April 16-19, 2009**

Exhibitor's Information

- What?** 40th Annual CATESOL State Conference 2009
- Where?** Pasadena Convention Center/ East Pavilion: www.pasadenacenter.com
- When?**
- | | | |
|--------------------|----------------|-------------------|
| Thursday, April 16 | Exhibit Set-up | 1:00 pm – 6:30 pm |
| Friday, April 17 | Exhibit Hours | 9:00 am – 5:00 pm |
| Saturday, April 18 | Exhibit Hours | 8:00 am - 4:30 pm |
- Break down and move out of the exhibits hall will begin at 4:30 pm on Saturday. **Please keep your exhibit open until closing time.**
- Cost?** \$ 600.00 per 10' x 10' booth
- What is included?** Pipe and drape to cover the back and sides of the booth, and a one-line company sign. **Tables and chairs are not included.**
- Where do I order tables and chairs?** Erin Sheppard
Sunrise Decorating Company (Formerly Sheppard Decorating)
P.O. Box 546, CA 91041
Tel: (818) 352-8282 Fax: (818) 450-0326
Website: www.sundecorating.com
(Kits will be available in February, 2009.)
- Where do I send my contract, payment, and badge request?** CATESOL
c/o Monica Snow-Alcaraz catesolstateexhibits@gmail.com
13634 Frady Ave.
Chino, CA 91710
- Please send one signed copy of the contract with your check, made payable to **CATESOL**
Placement of booth(s) will be assigned in the order that requests and payments are received.
- Deadline?** **November 17, 2008** (If you have missed the deadline, please contact Monica Snow-Alcaraz a.s.a.p. at catesolstateexhibits@gmail.com.)
- Can I get a refund?** Only 50% of the booth price will be refunded after the deadline date. 25% will be refunded after the publication deadline of the handbook on December 15, 2008. Refund requests must be submitted in writing.
- What are the conference hotels?** The Hilton Pasadena and Sheraton Pasadena
Please see: www.catesol2009.org for more information
- Where can I submit a proposal?** Please go to: www.catesol2009.org
- When is the proposal deadline?** **November 17, 2008**
- Can I advertise?** **Yes!** Please contact Glen Gardner at catesoladv@dslextreme.com.



Dear Exhibitor,

Please join us for the exciting 40th CATESOL State Conference at the Pasadena Convention Center in April 2009. See www.pasadenacenter.com for more information about the Pasadena Convention Center.

We are expecting approximately 1500 teachers from K-12, Community College, College-University, Adult, and Intensive English levels.

Exhibits will be held at the very spacious **East Pavilion**. This space offers ample room for additional activities designed to draw people into the exhibits hall and increase foot traffic.

The CATESOL leadership understands your concerns and wants you and the conference attendees to have a rewarding experience. Therefore, I am happy to report that we will offer a “passport to prizes” and various **raffles** on Friday and Saturday of the conference. Please let me know what you can contribute to these events at catesolstateexhibits@gmail.com.

In addition, the East Pavilion will be the site of the **Poster Sessions** on Friday and Saturday, the **Job Fair**, and two presentations of “**Laughter Yoga**,” an exciting and fun activity sure to attract many attendees (www.LYinstitute.org).

Energy Breaks/Meet the Authors on Friday and Saturday will be held inside the Pavilion as well. These events provide added opportunities for you to advertise your company by becoming a sponsor. A publisher may sponsor the energy break, reserve a table, and invite attendees to join the author for an informal meet and greet to sign books and answer questions. Only a limited number of tables are available for these events, so **please submit your application as soon as possible**.

I hope you feel confident that every effort is being made to promote the exhibits and provide you with an opportunity for a profitable event.

Sincerely,

Monica Snow-Alcaraz

Monica Snow-Alcaraz

CATESOL State Exhibits Coordinator 2009-11

catesolstateexhibits@gmail.com



**CATESOL 2009 State Conference
Pasadena, California
April 16-19, 2009**

Exhibitor Badge Request Form

RETURN TO: Monica Snow-Alcaraz
CATESOL Exhibits
13634 Frady Ave
Chino, CA 91710

Organization: _____

Address: _____

City, State, Zip: _____

Each booth includes badges for two representatives. You are entitled to the numbers of badges based on the numbers of the booths purchased. Extra badges may be purchased at \$100.00 each.

If you need extra badges, please **PRINT CLEARLY** below the names of the representatives who will represent your company at the 2009 CATESOL state conference in Pasadena, California.

Please return this form **no later than Tuesday, March 18, 2009**, to assure that your badges will be ready when you arrive at the conference.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____



**PLEASE RETURN ONE COPY (Confirmation will be sent by email) to
CATESOL (California Teachers of English to Speakers of Other Languages)**

**APPLICATION AND EXHIBIT-SPACE CONTRACT, 2009 ANNUAL STATE CONFERENCE
Pasadena Convention Center Pasadena, California April 16-18, 2009**

Contact Person: _____

Address: _____

Telephone: _____

FAX: _____

E-mail: _____

**Use this box for Company information to be listed in
the program.**

Company: _____

Representative: _____

Address: _____

Telephone: _____

FAX: _____

E-mail: _____

PLEASE RESERVE _____ booth(s) at \$600.00 each. Enclosed is a check for full payment. I understand that this application is subject to the regulations listed below.

Signature of Applicant: _____ Amount of payment enclosed _____

List exhibitors you would like to be near:

List exhibitors you would NOT like to be near:

Please check the following:

- We would like to sponsor an Energy Break**
- We would like to contribute to the raffles**
- We submitted a proposal**

Please make checks payable to CATESOL with a copy of this form and mail to:

**Monica Snow-Alcaraz
CATESOL State Exhibits Coordinator
13634 Frady Ave.
Chino, CA 91710**

Email: catesolstateexhibits@gmail.com

*****PLEASE NOTE*****

- ⇒ Each Booth rental includes two badges – no table or chair. Additional badges are available at \$100.00 each.
- ⇒ Confirmation receipt of this contract will be sent by email only to those firms that return a copy of this form.
- ⇒ Equipment in the booth includes back and side drapes and a one-line identification sign only – no table or chair.
- ⇒ Sheppard Decorating Company will send furniture rental and shipping information directly to you.
- ⇒ Space assignments will be made after December 28, 2008. See invitation for refund policy.
- ⇒ For Company name to be included in the program, contracts and payments must be received by **December 15, 2008**.
- ⇒ Neither CATESOL nor Pasadena Convention Center will be responsible for lost, damaged or stolen goods.

PLEASE DO NOT WRITE BELOW THIS LINE

Date received: _____

Number of booths _____

Check Number: _____

Amount: _____