

An Invitation to Exhibit...

11th Annual "Comprehensive Reading & Literacy for English Learners Conference (K-6)"

Wednesday & Thursday
November 12 & 13, 1997



Sequoia Convention Center
7530 Orangethorpe Avenue
Buena Park, CA 90621



**California Association
for Bilingual Education**

An Invitation to Exhibit 11th Annual "Comprehensive Reading & Literacy for English Learners Conference (K-6)"

The California Association for Bilingual Education extends a personal invitation to join us as an exhibitor at our 11th Annual "Comprehensive Reading and Literacy for English Learners Conference (K-6)". With your participation CABE seeks to familiarize conference attendees with quality materials and services available within the realm of bilingual education.

Details are listed below, along with practices and procedures for exhibiting at our conferences. Exhibit space is limited, so register early! We look forward to having your organization or business represented.

CONFERENCE INFORMATION

Who Will Attend: The Conference is targeted to serve the needs of directors of instruction, curriculum coordinators, administrators, bilingual resource teachers, teachers (K-6), and other members of the educational community working with English learners.

Exhibit Registration: The two-day conference fee for exhibiting is \$150.00 per table. Please complete the attached registration form and return it to CABE Headquarters with the registration fee by October 10, 1997.

Hotel Accommodations: Hotel accommodations can be made at the Holiday Inn Buena Park, 7000 Beach Blvd., Buena Park, CA 90620 located one block from the Sequoia Convention Center. For your convenience, the discounted room rates for those needing overnight accommodations is \$79.00 per night. Reservations can be made by calling the Holiday Inn Buena Park 1-800-HOLIDAY. Mention that you will be attending the CABE Conference at the Sequoia Convention Center on November 12-13, 1997. Please make all reservations 2 weeks prior for guaranteed rate.

Travel Information: Buena Park is easily accessible from both LAX and John Wayne Airports. Reservations for Super Shuttle may be made by calling (714) 517-6600. The Sequoia Convention Center and Holiday Inn Buena Park are located at the 91 Freeway, Beach Boulevard off-ramp.

Parking: Parking is free to all guests at the Holiday Inn Buena Park and the Sequoia Convention Center.



Comprehensive Reading and Literacy for English Learners Conference (K-6)

For Conference Use Only

iMIS#: _____
Date Recv'd: _____
Check/P.O./CC#: _____
Amount: \$ _____
Other: _____

EXHIBITOR APPLICATION FORM

Company Name _____ Representative _____

Address _____ Telephone _____ Fax _____

City _____ State _____ Zip _____

In order for your application to be processed, payment must be submitted with this form. Retain a copy for your records. I read, understand, and agree to comply with the Practices and Procedures for CABE conferences.

Signature: _____ Date: _____

PRACTICES AND PROCEDURES

Contract for Space: The receipt by CABE of your signed Exhibitor Application Form will constitute a Contract for the right to use space. Exhibitor Application Form must be on the enclosed official form and accompanied by payment in full in order to be honored. Application must be received with payment in full by the due date(s) listed. Should any contingency prevent holding of the conference, CABE may retain such part of the Exhibitor's rental as shall be required to recompense it for expenses incurred up to the time such contingency shall have occurred. If the schedule(s) change(s) due to unforeseen circumstances beyond our control, exhibitors, who have applied for space will be notified as soon as possible. Prior to the conference, exhibitors will receive confirmation which will include set-up time, and any further details and updates.

Conference Badge: Please type or print clearly the information requested on the application form. Information from this form will be used to print conference badge(s) for exhibit representative(s).

Payment Requirements: Registration will not be processed unless it is accompanied with payment for the total amount. Make checks payable to CABE. Purchase orders should be used only when absolutely necessary and require payment within 30 days. Requisition forms and purchase orders without a number will not be accepted. A \$15 charged will be assessed on all returned checks.

Set-up Time: Set-up will be scheduled for the most appropriate time depending on the schedule of the facility. A confirmation letter depicting these times will be mailed prior to the conference.

Failure to occupy space: Any space not occupied by 8:00 a.m. the day of the conference(s) will be forfeited by the Exhibitor, and the space may be resold, reassigned, or used by CABE without refund of rental space, unless arrangements for delayed occupancy have received prior approval by CABE.

Table Assignment: To the degree the facility permits, the exhibit area will be placed where it is predicted to have maximum traffic visibility. The locations of the tables are relatively the same in terms of exposure. Tables range in size between six to eight feet by two and one-half feet to three feet according to what is available through the facility.

Cancellations: Refunds for cancellations can be given if notification is received by at least (2) two weeks in advance of the conference with a \$25.00 processing fee held back.

Dismantling: Exhibitors are asked not to begin dismantling activities until the Exhibit Area closes, which is one-half hour after the conference activities end. Exhibits generally close at 4:00 PM unless otherwise stated.

Space Restrictions: Exhibitor's displays may not interfere with other displays or aisle ways and need to be contained on and/or within a reasonable area behind the table(s) rented.

Fire Precautions: The Exhibitor agrees to accept full responsibility for the compliance with city regulations under the Fire Code of the City in which the conference is being held.

Liability: It is agreed that the Exhibitors with their agents and representatives are independent contractors and shall assume all responsibility for any loss, damage or injury that they shall have or cause and that they shall indemnify and hold harmless, CABE, the Conference Facilities, City of location, co-sponsors, or serving agents from all liability for their materials. CABE and any cooperating agent can not assume responsibility for losses or damages. **Exhibitors are required to carry liability insurance.** CABE shall not be financially obligated or otherwise committed in the event of the meeting being canceled or deferred on account of strikes, fires, casualties, acts of God, or causes beyond its control.

Sales Policy (Purpose of Exhibits): The purpose of the exhibits is to educate the attendees of the conference, not for the sale of books or materials. However, the facilities will permit organizations/businesses with the appropriate business licenses to sell books or materials on its premises.

Amendments: Any point requiring decisions relative to the exhibits, if not specifically covered in writing, is subject to determination by CABE. CABE shall have sole authority to interpret and enforce all Practices and Procedures contained herein; to make any amendments thereto, and to make sure further Practices and Procedures shall be necessary for the orderly conduct of the Conference. The Executive Director or her designee reserves the right to reject or restrict any exhibit which may be objectionable.

Rules and Regulations of the Facility: If the conference facility carries rules and regulations applicable to exhibitors, they will be seen as an addition to the above. Should any of the Rules and Regulations of the facility conflict with those of CABE, those of the facility shall supersede.



California Association for Bilingual Education
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Los Angeles, CA 90017

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U.S. Postage
PAID
Permit #1
Whittier, CA

**Comprehensive
Reading & Literacy
for English Learners
Conference(K-6)**

**Exhibitor Information
Enclosed!**

Deadline: October 10, 1997



CABE '98

Bilingual Education and Technology: Pathways to Success
San José, California • February 4-7, 1998

CABE 1997-98 Conference Locations and Dates...

Bakersfield/Kern County

Bakersfield Convention Center
October 9, 1997

Fresno/Madera County

Holiday Inn-Centre Plaza
November 8, 1997

Los Angeles County

Pasadena Convention Center
December 10, 1997

Stockton/Sacramento

Stockton Hilton
March 6, 1998

Oakland

Oakland Convention Center
March 24, 1998

Riverside/San Bernardino

Palm Springs Convention Center
April 1, 1998

Orange County

Sequoia Convention Center
April 22, 1998

San Diego/ImperialCounty Ventura County

San Diego Concourse
May 15, 1998

Doubletree Hotel Ventura
June 3, 1998

Books in Spanish Conference

San Diego Concourse
May 16, 1998

Annual Conference – CABE '98
San José McEnery Convention Center
February 4-7, 1998