# California Association for Bilingual Education: The Students of Today, the Faces of the Future



- Sponsor
- Exhibitor
- Career Fair

**CABE 2002** 

27th Annual Conference San José, McEnery Convention Centes San José, California January 31 - February 3, 2002

# An Introduction to the California Association for Bilingual Education....

The California Association for Bilingual Education (CABE) is a statewide organization established in 1976 to promote quality bilingual education programs for English Language Learners learning English and maintaining their home language and native English proficient students wanting to learn a second language. CABE is a non-profit organization under the direction of a fourteen member Board of Directors that establish policy, set priorities and maintain fiscal accountability for the organization. There are five CABE regions with 70+ chapters serving 6,500 members throughout the state. CABE membership includes teachers, administrators, parents, instructional assistants and other community members and organizations. Members of CABE may become members of a local chapter or one of the three CABE affiliates: CA Association of Parents for Bilingual Education (CAPBE), CABE Two-Way/Dual Language Immersion, or CA Association for Secondary Bilingual Education.

CABE's vision is "Biliteracy and Educational Equity for All." This vision is based on the premise that students in the 21st century, in order to succeed and be powerful forces in our communities, have to be: 1) multilingual; 2) knowledgeable of the diversity in our society and recognize/respect the differing perspectives of our multicultural global society; 3) information and technologically literate; and 4) become civically oriented and active advocates for their communities. This can only be accomplished, however, when every child has the opportunity to learn in quality educational programs that promote second language acquisition--English and other non-English languages—and truly promote respect for the diverse children and people of California.

CABE advocates for the educational rights of children and parents who come to our schools speaking non-English languages and are in the process of learning English. We strongly believe that every child and their family bring cultural and linguistic resources to our schools and can use these strengths to learn English and achieve academically in school. We also work closely with state and local policymakers to inform them of current research and effective instructional practices for English Language Learners.

One of CABE's major functions is the delivery of quality professional development through the annual conference (with over 10,000 participants); five regional conferences (with 300 to 600 participants per conference); a Biliteracy and English Language Development Conference (with over 500 attendees); a Two-Way Bilingual Immersion Summer Conference (with over 1,200 participants); and a Books in Spanish Conference (with over 500 attendees - parents and children). Through our publications, Multilingual Educator Magazine and the Multilingual News, CABE disseminates relevant information and reaches out to more fully involve our members and others in organizational activities and events that impact their lives. CABE also collaborates and builds partnerships with families, communities, businesses and government agencies to expand and strengthen the expertise of parents, educators, administrators, community leaders and policy makers. It is our belief that having high levels of literacy in English and in at least one other language is a worthwhile goal for our society so that everyone is fully involved in their communities, our nation and the world.



## A Special Thanks to Our Sponsors Over the Years...

**Houghton Mifflin McGraw-Hill School Division** CTB/McGraw-Hill VALIC Santillana Sir Speedy Ochoa & Sillas **Los Andes** CTA **Apple Computers Hampton Brown** Scholastic Mariuccia Iacconi Books Rigby **Scott Foresman Embassy of Spain ASCA** Pacific Bell

Del Sol **Bank of America** Harcourt Brace **Garvey SD** CSEA Steck-Vaughn **Sun Microsystems** The Wright Group CSU, Chancellor's Office CLMER Montebello USD Riverside Publishing Co. **Talk Systems Chapman University** Santa Ana USD Grupo Editorial Norma **Embassy of Mexico** 

A special thanks also to the many other co-sponsors who provide many services for our members and conferences.

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## California Association for Bilingual Education

660 South Figueroa St., Suite 1040 • Los Angeles, California 90017 • 213/532-3850 • 213/532-3860 Fax

June 2001

Dear Sponsors, Exhibitors and Career Fair Participants,

It is time once again to begin to plan for the California Association for Bilingual Education's annual conference—CABE 2002—January 31 through February 3, 2002. This year our conference is being held in San José, California. As many of you know, our annual conference is attended by more than 10,000 participants who come together for the express purpose of learning about how to best serve English Language Learners. This once a year event allows administrators, teacher educators, teachers, paraeducators, parents and other community members to learn new strategies, network, and learn about the many new and exciting educational materials available for bilingual and English language development programs.

One of the highlights of our annual conference is the exhibit hall and the opportunity our attendees have to meet the many sponsors, exhibitors and district personnel recruiting at the career fair. The exhibit hall is a place for our participants to gather together and review/purchase the latest specially designed instructional materials for second language learners. Everyone at the exhibit hall provides a valuable service to these educators and others interested in the education of children from diverse cultural, racial and language backgrounds. Everyone involved in our annual conference truly values your participation and dedication to improving the quality of our educational programs by providing us with instructional materials and supplies that enrich our programs.

We hope that we can count on you to join us at this annual event. If you are new to our conference we hope that you decide to join us. If you are a returning sponsor/exhibitor/recruiter we welcome you once again. We have changed the format of our sponsor/exhibitor/recruiter brochure to better serve your needs for pertinent information about the process involved in becoming a sponsor and/or exhibitor. We also hope that if you have not been a sponsor in the past you consider becoming one this year. The information provided in this brochure outlines the many opportunities available to showcase your company and/or organization. Don't miss this valuable opportunity to reach over 10,000 individuals and to display and sell your latest instructional materials and other items. We have included all of the forms you will need to sign-up as a sponsor, or exhibitor, and/or career fair recruiter and hope that you also consider submitting a proposal for a commercial workshop presentation.

It is our great pleasure to also inform you that we will be using an on-line registration system for CABE 2002. Please visit our new website at <a href="https://www.bilingualeducation.org">www.bilingualeducation.org</a> to get information about this new service. Furthermore, we will again be working with GES Exposition Services for CABE 2002. Once you send in your registration to sponsor/exhibit at the conference, you will receive a full information packet from them letting you know of the many services they provide. If you have any questions or need any assistance, do not hesitate to call Delma Chwilinsky at (213)532-3850. We are here to serve you and provide any information and service you may need.

See you in San José for CABE 2002.

Sincerely,

María S. Quezada, Ph.D. CABE Executive Director

María 5 Quesada

The California Association for Bilingual Education (CABE) will hold its 27th Annual Conference at the San José McEnery Convention Center in San José, California. CABE's Annual Conference is the largest gathering of people involved in providing quality education for English Language Learners. At our conference thousands of attendees from California as well as national and international attendees gather to share their expertise and research on best practices for English Language Learners.

The CABE Annual Conference provides maximum exposure for your organization and for your products and publications. Attendees possess significant institutional purchasing power, and they continuously search for quality materials, products, and services for use in classrooms serving English Language Learners.

# CABE 2002 provides the opportunity for your organization to:

- Demonstrate your commitment to educational excellence for all;
- Market your bilingual, ELD/ESL, foreign language, English language and professional development products, programs, materials and services;
- Obtain instant product user feedback and identify market trends and product development needs in the multilingual education market; and
- Recruit bilingual and multicultural staff and potential consultants.

## An Invitation to be a Sponsor, Exhibitor and/or Recruiter at CABE 2002

## Becoming an Official CABE 2002 Sponsor

Join our powerful team and make CABE 2002 a memorable event for all. Take advantage of the opportunity of maximum exposure and promotion of your company or organization in a variety of conference events that brings thousands of educators together for the express purpose of learning to address the educational needs of English Language Learners. CABE's annual conference provides educators, parents, and others with a unique opportunity not only to increase their expertise but to review and purchase educational materials developed expressly for second language learners—whether they be English speakers in dual language programs or students speaking many other non-English languages in a variety of instructional settings.

## Official Sponsorships Levels and Benefits

There are many opportunities to join us as official sponsors. Our sponsors bring additional resources to the conference to make it an outstanding professional development activity where educators come together to learn and share effective practices. The following describe the various levels of official sponsorship and the respective benefits and sponsorship opportunities.

















Educators and the community-at-large come together to learn new strategies, renew their spirits and promote biliteracy for all students in California.

Being a CABE 2002 sponsor increases your visibility!

## Diamond Level - \$20,000

## **Benefits**

- First priority for Sponsorship of CABE 2002 special events
- Six exhibit booths with 12 exhibit hall passes
- Ten complimentary registrations
- One reserved table at the meal event of your choice
- Recognition in Conference Program and event as official top level sponsor
- Two full-page ads in Conference Program (Back cover in color)
- One full-page ad in the Multilingual Educator (Black/White)
- Two inserts in conference tote bag
- Opportunity to conduct two commercial workshop presentations

## Sponsorship Opportunities for Diamond Level Sponsorship

- Registration Sponsor
  - 3 sponsorships available (selection of one of the following):
  - Tote bags imprinted with sponsor's name and the CABE 2002 conference logo to be distributed to all attendees
  - Lanyards for conference badges imprinted with sponsor's name
  - Convention neck wallets for all attendees imprinted with sponsor's name and the CABE logo
  - Sponsor's name and logo printed on conference attendees' paper badges
- Executive Board Membership Reception
  - 4 sponsorships available
  - Food, beverage, and entertainment for reception honoring CABE members
- Cyber Café
  - 1 sponsorship available
  - Equipment, installation, technical support and decorations for the Cyber Café in the Exhibit Hall
- Banquet/Dance Sponsor
  - Exclusive sponsorship available
  - Table centerpieces, music, etc.
  - Awards to honorees
- Seal of Excellence Awards
  - 1 sponsorship available
  - Awards for selected distinguished schools recognized at the banquet and printing of the banquet program
  - Banquet Program

## Platinum Level - \$15,000

## Benefits

- Second priority for Sponsorship of CABE 2002 special events
- Four exhibit booths with eight exhibit hall passes
- Eight complimentary registrations
- One reserved table for ten at the meal event of your choice
- Recognition in Conference Program and event
- One full-page color ad in Conference Program
- One full-page ad in the Multilingual Educator (Black/White)
- One insert in conference tote bag
- Opportunity to conduct two commercial workshop presentations

## Sponsorship Opportunities for Platinum Level Sponsorship

- Registration Sponsor
  - 3 sponsorships available (selection of one of the following:)
  - Tote bags imprinted with sponsor's name and the CABE 2002 conference logo to be distributed to all attendees
  - Lanyards for conference badges imprinted with sponsor's name
  - Convention neck wallet for all attendees imprinted with sponsor's name and the CABE logo
  - Sponsor's name and logo printed on conference attendees' badges
- Conference Entertainment
- Personal Conference Planner
  - 1 exclusive sponsorship available
  - Daily planner with sponsor advertisement to conference attendees
- Administrator of the Year Luncheon
  - 2 exclusive sponsorship available
  - Awards
  - Promotional items to attendees

Being a CABE 2002
Sponsor reinforces
name recognition
and leads to profits from
this great marketing
opportunity!





Being a CABE 2002 Sponsor gives priority for commercial presentations!

## **Gold Level - \$10,000**

## **Benefits**

- Third priority for Sponsorship of CABE 2002 special events
- Three exhibit booths and 6 exhibit hall passes
- Six complimentary conference registrations
- One reserved table for ten at the meal event of your choice
- Recognition in Conference Program and event
- One full page ad in conference Program (Black/White)
- One half-page ad in the Multilingual Educator (Black/White)
- Opportunity to conduct one commercial workshop presentation

## Sponsorship Opportunities for Gold Level Sponsorship

- Executive Board Membership Reception
  - 4 sponsorships available
  - Food, beverage, and entertainment honoring CABE members
- Banquet/Dance Sponsor
  - 2 co-sponsorships available
  - Table centerpieces, music and/or awards to honorees
- School Site Visits
  - 4 sponsorships available
  - Ground transportation from Convention Center to selected school sites
- Technology Lab
  - 1 sponsorship available
  - Computers, related equipment and technical assistance for the computer lab used for technology presentations (institutes and/or workshops) during the conference
- Interpretation/Translation
  - 1 sponsorship available
  - Interpretation equipment and related expenditures for interpretation in various languages at general session and meal events
  - Interpretation in various languages at selected featured speaker sessions



## **Benefits**

- Two exhibit booths and 4 exhibit hall passes
- Four complimentary registrations
- One reserved table for ten at the meal event of your choice
- Recognition in Conference Program and event
- One-half page ad in the Multilingual News (Black/White)
- Two inserts in conference tote bag or promotional items distributed at meal events
- Opportunity to conduct one commercial workshop presentation

## Sponsorship Opportunities for Silver Level Sponsorship

- Teacher and Para-Educator of the Year Luncheon
  - 3 sponsorships available
  - Table centerpieces and music
  - Special awards to teacher and para-educator winners
- Parent and Student Essay Luncheon
  - 3 sponsorships available
  - Table centerpieces and music
  - Special awards to parents and student essay winners
- Administrator of the Year Luncheon
  - 2 sponsorships available
  - Table centerpieces and entertainment
  - Special awards to administrators
- Parent Hospitality Room
  - 1 to 4 sponsorships available
  - Parent Conference Overview Program
  - Refreshments for Rosalia Salinas Parent Hospitality Room
- Audio-Visual Equipment
  - 4 sponsorships available
  - Large screen and video equipment to project program at each general session and meal event
- Personal Conference Planner
  - 1 sponsorship available
  - Daily planner with sponsor advertisement to conference attendees
- Conference Banners
  - 2 sponsorships available
  - Conference banners with sponsor logo displayed at strategic locations







## Bronze Level - \$2,500

## Benefits

- One exhibit booth and 2 exhibit hall passes
- Two complimentary registrations
- One-quarter page ad in the Multilingual News (Black/White)
- Recognition in Conference Program

## Sponsorship Opportunities for Bronze Level Sponsorship

- Room Signage Sponsor
  - 4 sponsorships available
  - Signs for outside of meeting rooms and other scheduled events
  - Room signs with sponsor logo for each of the four days of the conference
- High School student box lunches
- Small conference banner
- Superintendent Symposium
- Dean's Forum

## Marble Level - \$1,500

## **Benefits**

- One exhibit booth and 2 exhibit hall passes
- Recognition in Conference Program

## Sponsorship Opportunities for Marble Level Sponsorships

- Student Art Display
  - 1 sponsorship available
  - Display boards for local children's art displays in main hallways
  - Certificates for student art participants
- Table decorations for meal events
  - 4 sponsorship available

## Conference Supporter Level - \$750 minimum

## Benefits

- Individually tailored sponsorship that demonstrates an individual's and/or corporation's support of the conference
- Recognition in Conference Program

## Individual Supporter Level - \$50 to \$500

## Benefits

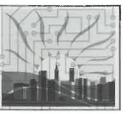
• Recognition in Conference Program

## **Special Note:**

See page 11 for Sponsor Registration Form.

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When sponsor application form is received at CABE Headquarters all sponsors will receive additional information packets to complete the registration process. Sponsors are recognized for their contributions in the conference program and at the Seal of Excellence Awards Banquet on Saturday, February 2, 2002.



California Association for Bilingual Education: The Students of Today, the Faces of the Future 27th Annual Conference San José McEnery Convention Center San José, California January 31-February 3, 2002

For Office Use Only:
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## Sponsorship Registration Form

1.		Sponsorship Information														
		District/Comp	pany	/Organization (a	ıs y	ou would like it	to	appear on ID/co	nfe	rence program)	)					
		Name/Title (t	o ap	ppear in confere	nce	program)										
		Contact Perso	on (1	name of person	coc	ordinating exhibit	it)	Email								
		Mailing Addr	ess											=		<del></del> 3
		City/State/Zip	Coc	le				Telephon	e N	0.		Fax N	0.			
2.		Sponsorship Level (Please indicate below your selection of sponsorship level) Signup now to ensure that your sponsorship will receive the highest exposure to best serve and represent your organization. More details regarding specific sponsorship opportunities and benefits are found in the Sponsorship/Exhibitor brochure. Please use the matrix below to rank the order of sponsorship opportunity that is of interest to you so that we can best accommodate your request for the sponsorship level chosen.														
		onsorship el (check one)		SI	001	nsorship Op	po	ortunities (Pla	ace	number in box w	ith i	‡ sign − 1=top pri	iori	ty to 7=low priori	ty)	
	0	Diamond \$20,000	#	Registration Tote bags or badges (2 available)	#	Registration Lanyards or neck wallets (1 available)	#	CABE Board Reception (4 available)	#	Cyber Café in Exhibit Hall (1 available)	#	Banquet and/or Dance (1 available)	#	Seal of Excellence Awards (1 available)	#	Seal of Excellence Program (1 available)
	0	Platinum \$15,000	#	Registration Tote bags or badges (2 available)	#	Registration Lanyards or neck wallets (1 available)	#	Conference Entertainment (3 available)	#	Personal Conference Planner (1 available)	#	Administrator of the Year Luncheon (2 available)				
	0	Gold \$10,000	#	CABE Board Reception (4 available)	#	Banquet and/or Dance (2 available)	#	School Site Visits (4 available)	#	Technology Lab in meeting room(s) (1 available)	#	Interpretation and Translation Services (1 available)				
	0	Silver \$5,000	#	Teacher/ ParaEduc. of the Year Luncheon (3 available)	#	Parent and Student Luncheon (3 available)	#	Administrator of the Year Luncheon (2 available)	#	Parent Hospitality Room (1-4 available)	#	Audio-Visual Equipment (4 available)	#	Personal Conference Planner insert (1 available)	#	Large Conference Banner (2 available)
	0	Bronze \$2,500	#	Room Signs - up to four days of the conference (4 available)	#	High School Students – Box Lunches (1 available)	#	Small Conference Banner (1 available)	#	Superintendent's Symposium (1 available)	#	Dean's Forum (1 available)				
	0	Marble \$1,500	#	Student Art Display (1 available)	#	Table Decorations at a meal event (4 available)			С	Conference Supporter Level \$750			C	Individual Supporter Level \$50-\$500		
3.		that when we to fill out the	rec nan	eive this sponsor nes of people fron egistration inform	ship n y atio	o application a fu our organization on.	ill p	acket will be sen ut will be attendin	t to g tl	omitted with the you. This informate the meal event of	mat you	ion will include: r choice; 2) selle	1) er's	py for your rec selection of meal permit informati	l ev	ent and the for
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## INSTRUCTIONS, RULES AND REGULATIONS

#### 1. EXHIBIT AREA AND HOURS

Exhibits, Career Fair and the Career Fair Interview Booths will be located in the West Exhibit Hall of the San José McEnery Convention Center. Set up of Exhibit area will take place from 12:00 noon to 7:00 p.m. on Wednesday, January 30, 2002, and Thursday, January 31, 2002, from 8:00 a.m. to 11:00 a.m. The Exhibit Hall will be open to the public on Thursday, January 31, 2002, at 12 noon and remain open through 12:00 noon, Sunday, February 3, 2002 (exact Exhibit hours may be subject to change). Dismantling of Exhibit booths will take place from 12:00 p.m. to 5:00 p.m. on Sunday, February 3, 2002. Exhibitors are NOT to begin dismantling until the Exhibit area officially closes on Sunday, February 3, 2002. Please arrange your travel plans accordingly.

#### 2. SELECTION PROCESS

Although exhibitor space will be assigned on a first-come first served basis, consideration will be given for the level of sponsorship, years of participation, and Exhibit Hall layout. CABE reserves the right to select, assign and rearrange space which best meets the needs of the Conference attendees.

## 3. BOOTH SPECIFICATIONS AND DRAYAGE SERVICES

For each booth purchased, you will receive a 10' x 10' space including pipe and drape in conference colors, one 8' foot table, two chairs, a waste basket and a standard ID sign with your company name. A service and information kit will be sent to each exhibitor by GES Expo Services, the official decorator for CABE 2002. GES Expo Services will furnish all forms necessary to order additional accessories, equipment, or services. Electricity and all other exhibitor equipment and services must be ordered directly from GES Expo Services.

## 4. CONFERENCE REGISTRATION

Two "Exhibit Hall Passes" per booth purchased will be provided. All representatives who will be staffing booths MUST pre-register in the space provided on the Exhibit Registration Form. Companies/School Districts with additional representatives must purchase additional "Exhibit Hall Passes" at \$50.00 each. Please note that all "Exhibit Hall Passes" will allow entrance to and from the exhibit hall and will restrict the entrance to the conference, and other conference related events. Please be sure to include the names of the representatives at the time you submit your registration along with the appropriate fees. Badges will be mailed to all participants to the address specified on the front side of this form. "Exhibit Hall Passes" entitle the participant to receive all conference related materials, including the Conference Program, and Conference Tote bag, however it will restrict entrance into the conference and conference related activities. Complimentary registrations (excluding meals) are provided to sponsors based on the level of sponsorship purchased, not on the number of booths received. (see pages 5-10, sponsor levels and benefits).

#### 5. LIABILITY AND HOLD HARMLESS

Exhibitor agrees that exhibitor, its officers, employees, agents, and representatives shall be responsible for any loss, damage or injury of whatever nature arising out of, or relating to, this agreement, and that exhibitor shall indemnify and hold harmless CABE, its employees, agents and representatives, and the Convention Center for any loss, damage or injury of whatever nature arising out of, or relating to, this agreement.

#### 6. LIABILITY INSURANCE

Exhibitors are required to carry liability insurance which covers the exhibitors, its officers, employees, agents and representatives during this event.

#### 7. INDEPENDENT CONTRACTORS

Exhibitors, its officers, employees, agents and representatives are independent contractors. This agreement is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between the parties.

## 8. NON RESPONSIBILITY

In the event the conference is canceled or deferred on account of strikes, fires, casualties, acts of God, or any other cause beyond the control of CABE, CABE shall not be responsible for any financial responsibility or other obligation of Exhibitor arising out of this agreement.

#### 9. FIRE PRECAUTIONS

The exhibitors agrees to accept full responsibility for compliance with the city regulations under the Fire Code of the city in which the conference is located.

#### 10. GENERAL INFORMATION

The Executive Director and the Conference Facilitator/Event Planner reserve the right to:

- a. reject or restrict any exhibit which in his/her judgment is objectionable.
- b. relocate booths, if necessary.
- c. dispose of unpaid space, and to dispose of space that is contracted and paid for but which is not occupied when the exhibit area is officially open.
- d. cancel a contract of an exhibitor in the event of violation of these specific instructions, rules and regulations.
- e. control the aisles of the exhibit area so that exhibitors are not using them as part of their booth(s).
- f. limit heights and placement of signs and logos.
- g. limit the blockage of line-of sight from one booth to the next.
- h. add other rules and regulations that may become necessary. (Exhibitors will be notified).

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#### 11. 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 convention center will permit organizations/businesses, with the appropriate business licenses to sell books or materials on its premises. All exhibitors who will be selling merchandise must provide the applicable seller's permit number in the space provided in #5 of this application.

#### 12. DECORATION RESTRICTIONS

Prior written approval is required from the Convention Center before placing decorations on ceiling, walls or painted surfaces. All materials must be flame-retardant in accordance with the City Fire Codes. Booths must be decorated in such a way as not to break the line-of-sight of the neighboring booth by more than three feet from the back wall towards the front of the booth.

#### 13. CANCELLATION POLICY

- a. All cancellations must be in writing.
- b. Returns for cancellations made prior to (December 1, 2001), will be made, less a handling fee of \$75.00.
- c. Cancellations made after December 1, 2001 will forfeit all fees.

#### 14. FAILURE TO OCCUPY SPACE

Any space not occupied by 10:00 a.m., January 31, 2002 will be forfeited by the exhibitor. Space may be resold, reassigned, or used by CABE without refund.

#### 15. DEFINITIONS

Unless otherwise stated, "exhibitor" or "exhibitors" means all sponsor(s), exhibitor(s) and/or career fair organization(s). When the term exhibits or booth(s) is used, it applies to exhibit(s) or booth(s) of exhibitor(s), sponsor(s) and/or career fair organization(s).

#### 16. GENERAL SECURITY

General security will be provided by CABE from move-in through move-out. CABE will take reasonable precautions to protect exhibitor property, but CABE does not guarantee the safety of property. Exhibitors must take precautionary measures of their own, such as removing personal property during and after exhibit hours, and obtaining insurance to cover losses. The exhibitor understands that neither CABE nor the San Jose McEnery Convention Center maintain insurance covering the exhibitor, its property, or its agents, and it is the sole responsibility of the exhibitor to obtain liability, business interruption, property damage, and other insurance covering such losses or liability by the exhibitor.

For CABE Conference				
Proposal #:	1st	2nd	Accepted: yes	no
Date Received:	Received by:	St	rand Facilitator:	

## COMMERCIAL WORKSHOP PRESENTER PROPOSAL APPLICATION FORM

California Association for Bilingual Education: The Students of Today, the Faces of the Future 27th Annual Conference

January 31—February 3, 2002 San José McEnery Convention Center, San José, California POSTMARKED DEADLINE DATE: Friday, August 31, 2001

Please type or print legibly the information requested and return to:

CABE 2002 Program Development 660 S. Figueroa Street, Suite 1040 Los Angeles, California 90017

#### GENERAL GUIDELINES:

- Only ONE presenter who is a current CABE member listed below will be provided with a complimentary badge for the conference.
- All additional presenters or all non-CABE members will be required to pre-register at the applicable registration fee.
- Only two additional presenters for each workshop will be listed in the conference program.
- It is the responsibility of the first presenter to convey all presentation information to each additional presenter.
- Institutes and featured speakers' sessions are by invitation or special application only. For more information call CABE Headquarters at (213) 532-3850.
- All workshop sessions are 1 and 1/2 hours in length.

Fresenter (All inform	ation about the we	orkshop will be sen	t to this address	s.)		CABE Member: ☐ yes ☐ no
ame: (Last)				(First)		
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will be included language.)	in the conference	e program. If your	presentation i	t a title that best describe s in a language other tha CABE 2002 Sponsor.		U
Sponsor	Yes		No			
SPONSORSHIP LEVI	EL – Please indica	tte level of Sponsors	ship.			
Diamond	\$20,000			Bronze	\$2,500	<u> </u>
Diamond Platinum	\$20,000 \$15,000	ם -		Bronze Marble	\$2,500 \$1,500	
		_				

3.	Langua	ge of Presentation: English			Other Language	(please	e list)					
4.	<b>DESCRIPTION:</b> Please type or print legibly— in <u>complete</u> sentences— a short description of your presentation. Use only the space provided as additional sheets will not be considered. This description will be used in the conference program, so please edit carefully. Be sure that your description adequately depicts the content of your presentation. We reserve the right to edit your description for program purposes. If your presentation is given in a language other than English, provide the description in that language. Use only one language per presentation.											
	-											
	-											
	, <del>'</del>											
	-											
5.	Туре о	Presentation (Please select o	nly	one.)								
	( )	Demonstration	(	)	Lecture with Support Mater	rials		( ) Group Interaction				
	()	Panel Discussion		)	Hands on Workshop							
	( )		,	,	1							
6.	GRADE	LEVEL: (Indicate level(s) to whi	ch d	conte	nt of presentation applies.)							
	( )	Preschool	(	)	Grades 6-8	(	)	Adult Education				
	( )	Grades K-2	(	)	Grades 9-12	(	)	College/University				
	( )	Grades 3-5	(	)	All Levels							
7.	Intend	ED AUDIENCE										
	( )	Administrators	(	)	Para-Educators	(	)	Teachers				
	( )	Board Members	(	)	Parents	(	)	All				
	( )	Business/Govt. Reps	(	)	Student Teachers	(	)	Other				
	( )	College Professors & Deans	(	)	Support Staff							
8.	Level (	of Audience: ( ) New to Field			( ) Experienced			( ) Both				
9.		Set-Up Requested: (Based o	n th	e typ	e of presentation noted above	e, plea	se in	dicate the room set up needed. Please note that				
	( )	Theater Style (chairs only) (	)	Classı	room Style (rectangular tables)	) (	)	Banquet (round tables)				
10.		PRKSHOP WILL REQUIRE COMPUTER f Setting:   Lab Setting	AND	INTE	RNET ACCESS:		no ter)					
11.	SCHED	,			present my workshop	_		1 71 2 2 2 2 2 2				
	☐ Frio	lay, February 1, 2002	Ţ	<b>⊿</b> Sati	ırday, February 2, 2002		<b>J</b> Sun	day, February 3, 2002				
12	Leas	DEDEAT MY DESCRITATION TO VAS										

heir decision to include or exclude	your proposal application. If this	information is not available,	cilitators additional information on which to base your proposal may not be considered for esented, activities and possible intended
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EXPLAIN HOW PROPOSED PRESENTATIO	N IS ALIGNED WITH OR PROMOTES CA	ABE's vision of biliteracy fo	OR ALL.
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		9)	
I give permission for my prese Audiotaped ☐ y	ntation to be: yes □ no	Videotaped □ yes	□ no
Signature		Date	

## Become a CABE 2002 Exhibitor/Career Fair Recruiter

Take advantage of the wonderful opportunity for you to reach the Bilingual/ELD/ESL important market. CABE makes this opportunity available to you through the following activities:

- Hosting a "Grand Opening" of the Exhibit Hall. This year the exhibit hall will open the afternoon (12:00 p.m. to 5:00 p.m.) before the Opening General Session on Thursday, January 31, 2002. This earlier opening will increase the time for attendees to visit the exhibit hall before the scheduled conference opening that evening.
- Exclusive Exhibit hall hours and ample passing time between sessions to allow attendees to visit the Exhibit Hall;
- Advertising opportunities for your organization to promote an author's book signing or showcasing a new product, service or publication;
- Opportunities to conduct drawings to attract attendees;
- Concession stands and lounge area within the exhibit hall;
- Conference sessions in meeting rooms convenient to the Exhibit Hall; and
- For Career Fair participants—a private area for interviewing candidates with duplicating and fax services.

## Reserve Space Now

The CABE 2002 Exhibit Hall will be located at the San José McEnery Convention Center. The majority of workshop sessions will be held at the Convention Center. Other sessions will be held at the Civic Center and adjoining hotels.

Remember--space is limited and booths will be assigned on a first come, first serve basis. Applications for exhibit space must be made on the enclosed application form. Be sure to make a copy for your records. Booth(s) confirmation will be mailed upon receipt of your payment.

## Fees-Exhibitors/Career Fair

Fees include the following amenities:

- 10' x 10' space per booth including pipe and drape
- One 8' table, 2 chairs, wastebasket
- Standard ID sign with organization name
- Two complimentary exhibit hall only passes (additional passes are available for a fee of \$50 per pass)

Full payment must accompany all applications. See page 19 for Exhibitor and Career Fair Registration Form. No booth assignment will be made until fees are received at CABE Headquarters. The fees for each booth are as follows:

- Commercial Exhibitor \$800
- Non-profit Exhibitor \$400
- Career Fair Employer \$400









Welcome, Exhibitor!

GES Exposition Services is your Official Service Provider for the upcoming California Association for Bilingual Education conference at the San José McEnery Convention Center, January 30 - February 3, 2002. In this capacity, they can provide the following services to assist in your marketing presentation. For further information, please contact them at (800)443-9767.

## \* Furniture and Accessories

GES provides a complete line of modular and specialty furniture and a wide variety of accessories to furnish your booth.

## \* Carpet

GES provides a wide selection of colors in custom-cut (16 oz.), plush (26 oz.) and ultra-plush (50 oz.) carpeting to complete the look of your exhibit area.

## \* Graphics

GES' Graphics Department offers exhibitors full graphic design, logo reproduction, vinyl graphics, large format printing, desktop publishing, and lamination capabilities.

## \* Exhibit Installation & Dismantling Services (Capstone)

GES provides professional exposition labor for the installation and set-up of displays of every size and complexity. You can depend on GES' I&D specialists to expertly manage all set-up details of your exhibit.

## \* Custom Rental Exhibits

GES' selection of rental exhibits is the most comprehensive in the industry. Choose from GEMTM, ExTRATM, or HardwallTM systems to find the solution that best meets your needs.

## \* Material Handling (Freight/Drayage)

GES provides complete freight handling services, including advance receipt and storage (up to 30 days at no additional charge) at our warehouse, as well as receipt at show site, storage of empties during the show, return of empties to the booth at the conclusion of the show and delivery to the dock for ship out.

#### \* Electrical (TSE)

GES' electrical division (TSE) provides the industry's most reliable source of electrical power for tradeshows, including cables, plugs to entire distribution systems.

## \* Cleaning

GES provides a wide variety of janitorial services during the show from vacuuming, shampooing, mopping and waxing to complete porter service.

## \* Audio/Visual, Computer Rental

Included in the GES Exhibitor Kit, that will be mailed out to you when you register, are order forms for professional A/V and computer rental services to meet every requirement.



California Association for Bilingual Education: The Students of Today, the Faces of the Future 27th Annual Conference San José McEnery Convention Center San José, California January 31-February 3, 2002

For Office	ce Use Only:
Booth #	
ID #	
Trans. #	

## **Exhibitor and Career Fair Registration**

Exhibitor/Career Fair Information	6. Exhibit Hall Badges
Information provided below will appear on Program	TWO BADGES PER BOOTH ONLY
No. (Please see address label if available)	Name
ame	Name
chool District/Organization	Extra exhibit passes available at \$50 each. Please provide names:
ddress	Name
ity/State/Zip Code	Name
elephone No.	Name
nternet Address	Name
. Contact Information	Name
Contact Name	Name
elephone No. Fax No.	7. Special Considerations you want CABE to know
-mail	☐ Would you be interested in lead retrieval services
. Purchase Options	
Commercial Exhibitsx \$800 =\$	
Career Fair /Non-Profit* Exhibitsx \$400 =\$	
Additional job announcements x\$20/ea =\$ School Districts Only) Please attach a separate sheet.	8. Please provide a brief description of materials
Total enclosed =\$	to be exhibited
If Non-Profit Organization, please submit a copy of your Tax Exempt Letter.	
. Career Opportunities/Salary Range	
School Districts Only	
Please provide positions and salaries available for publication in he Career Fair Directory.	
Title of position	9. Agreement
Salary range Deadline for Application	In order for your application to be processed, payment must be submitted with this form. Retain a copy of both sides for your
Fitle of position	records. All above information is true and accurate. I read, understand and agree to comply with all the Instructions, Rules
Salary range Deadline for Application	and Regulations as stated on the reverse side of this form.  Return this form with total payment postmarked by
5. Sellers Permit	October 19, 2001 to: Exhibits CABE 2002
Please indicate if you are planning to sell merchandise at the	660 South Figueroa Street, Suite 1040 • Los Angeles, CA 90017 Fax # 213-532-3850 (for credit cards only)
conference. Please provide us with your California Sellers Permit humber as assigned by the California State Board of Equalization in the space below. If you are not selling merchandise, please	10. Payment Information  Batch # Amount: Credit Card
ndicate so.	□ VISA □ MasterCard □ AmEx  Date Received: #
<ul> <li>□ We will not sell merchandise at CABE 2002</li> <li>□ We will sell merchandise at CABE 2002</li> <li>California Sellers Permit No.:</li> </ul>	Check/PO #    Check/PO #   Figure 1   Figure 2   Figure

## INSTRUCTIONS, RULES AND REGULATIONS

#### 1. EXHIBIT AREA AND HOURS

Exhibits, Career Fair and the Career Fair Interview Booths will be located in the West Exhibit Hall of the San José McEnery Convention Center. Set up of Exhibit area will take place from 12:00 noon to 7:00 p.m. on Wednesday. January 30, 2002, and Thursday, January 31, 2002, from 8:00 a.m. to 11:00 a.m. The Exhibit Hall will be open to the public on Thursday. January 31, 2002, at 12 noon and remain open through 12:00 noon, Sunday, February 3, 2002 (exact Exhibit hours may be subject to change). Dismantling of Exhibit booths will take place from 12:00 p.m. to 5:00 p.m. on Sunday, February 3, 2002. Exhibitors are NOT to begin dismantling until the Exhibit area officially closes on Sunday, February 3, 2002. Please arrange your travel plans accordingly.

#### 2. SELECTION PROCESS

Although exhibitor space will be assigned on a first-come first served basis, consideration will be given for the level of sponsorship, years of participation, and Exhibit Hall layout. CABE reserves the right to select, assign and rearrange space which best meets the needs of the Conference attendees.

#### 3. BOOTH SPECIFICATIONS AND DRAYAGE SERVICES

For each booth purchased, you will receive a 10' x 10' space including pipe and drape in conference colors, one 8' foot table, two chairs, a waste basket and a standard ID sign with your company name. A service and information kit will be sent to each exhibitor by GES Expo Services, the official decorator for CABE 2002. GES Expo Services will furnish all forms necessary to order additional accessories, equipment, or services. Electricity and all other exhibitor equipment and services must be ordered directly from GES Expo Services.

#### 4. CONFERENCE REGISTRATION

Two "Exhibit Hall Passes" per booth purchased will be provided. All representatives who will be staffing booths MUST pre-register in the space provided on the Exhibit Registration Form. Companies/School Districts with additional representatives must purchase additional "Exhibit Hall Passes" at \$50.00 each. Please note that all "Exhibit Hall Passes" will allow entrance to and from the exhibit hall and will restrict the entrance to the conference, and other conference related events. Please be sure to include the names of the representatives at the time you submit your registration along with the appropriate fees. Badges will be mailed to all participants to the address specified on the front side of this form. "Exhibit Hall Passes" entitle the participant to receive all conference related materials, including the Conference Program, and Conference Tote bag, however it will restrict entrance into the conference and conference related activities. Complimentary registrations (excluding meals) are provided to sponsors based on the level of sponsorship purchased, not on the number of booths received. (see pages 5-10, sponsor levels and benefits).

#### 5. LIABILITY AND HOLD HARMLESS

Exhibitor agrees that exhibitor, its officers. employees, agents, and representatives shall be responsible for any loss, damage or injury of whatever nature arising out of, or relating to, this agreement, and that exhibitor shall indemnify and hold harmless CABE, its employees, agents and representatives, and the Convention Center for any loss, damage or injury of whatever nature arising out of, or relating to, this agreement.

#### 6. LIABILITY INSURANCE

Exhibitors are required to carry liability insurance which covers the exhibitors, its officers, employees, agents and representatives during this event.

## 7. INDEPENDENT CONTRACTORS

Exhibitors, its officers, employees, agents and representatives are independent contractors. This agreement is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between the parties.

#### 8. NON RESPONSIBILITY

In the event the conference is canceled or deferred on account of strikes, fires, casualties, acts of God, or any other cause beyond the control of CABE, CABE shall not be responsible for any financial responsibility or other obligation of Exhibitor arising out of this agreement.

#### 9. FIRE PRECAUTIONS

The exhibitors agrees to accept full responsibility for compliance with the city regulations under the Fire Code of the city in which the conference is located.

#### 10. GENERAL INFORMATION

The Executive Director and the Conference Facilitator/Event Planner reserve the right to:

- a. reject or restrict any exhibit which in his/her judgment is objectionable.
- b. relocate booths, if necessary.
- c. dispose of unpaid space, and to dispose of space that is contracted and paid for but which is not occupied when the exhibit area is officially open.
- d. cancel a contract of an exhibitor in the event of violation of these specific instructions, rules and regulations.
- e. control the aisles of the exhibit area so that exhibitors are not using them as part of their booth(s).
- f. limit heights and placement of signs and
- g. limit the blockage of line-of sight from one booth to the next.
- h. add other rules and regulations that may become necessary. (Exhibitors will be notified).

#### 11. 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 convention center will permit organizations/businesses, with the appropriate business licenses to sell books or materials on its premises. All exhibitors who will be selling merchandise must provide the applicable seller's permit number in the space provided in #5 of this application.

#### 12. DECORATION RESTRICTIONS

Prior written approval is required from the Convention Center before placing decorations on ceiling, walls or painted surfaces. All materials must be flame-retardant in accordance with the City Fire Codes. Booths must be decorated in such a way as not to break the line-of-sight of the neighboring booth by more than three feet from the back wall towards the front of the booth.

#### 13. CANCELLATION POLICY

- a. All cancellations must be in writing. b. Returns for cancellations made prior to (December 1, 2001), will be made, less a handling fee of \$75.00.
- c. Cancellations made after December 1, 2001 will forfeit all fees.

#### 14. FAILURE TO OCCUPY SPACE

Any space not occupied by 10:00 a.m., January 31, 2002 will be forfeited by the exhibitor. Space may be resold, reassigned, or used by CABE without refund.

## 15. DEFINITIONS

Unless otherwise stated, "exhibitor" or "exhibitors" means all sponsor(s), exhibitor(s) and/or career fair organization(s). When the term exhibits or booth(s) is used, it applies to exhibit(s) or booth(s) of exhibitor(s), sponsor(s) and/or career fair organization(s).

#### 16. GENERAL SECURITY

General security will be provided by CABE from move-in through move-out. CABE will take reasonable precautions to protect exhibitor property, but CABE does not guarantee the safety of property. Exhibitors must take precautionary measures of their own, such as removing personal property during and after exhibit hours, and obtaining insurance to cover losses. The exhibitor understands that neither CABE nor the San José McEnery Convention Center maintain insurance covering the exhibitor, its property, or its agents, and it is the sole responsibility of the exhibitor to obtain liability. business interruption, property damage, and other insurance covering such losses or liability by the exhibitor.



2.

3.

Number: \_\_\_\_

Application Information

California Association for Bilingual Education: The Students of Today, the Faces of the Future 27th Annual Conference San José McEnery Convention Center San José, California January 31-February 3, 2002

For Office Use Only:	Ī
Date Recvd:	
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## **Advertisement Application Form**

· · · · · · · · · · · · · · · · · · ·							
District/Co./Organization as you	would like it to appear on ID/Program	Contact Person/Title					
Mailing Address		Telephone No.					
City/State/Zip Code		Fax No.					
. Important Copy Requirement	is:						
<ul><li>Film Negatives encouraged, ri</li><li>TIFF or EPS files - 300 dpi mi</li></ul>		ne					
<ul> <li>Deadline for receipt of advert</li> </ul>	sement and payment is October 19, 2001						
. Conference Program:							
1/4 Page  1/2 Page  Full Page  Back Cover* (Color Ad)  Inside Covers*(Color Ad)	(7 1/4" x 4 1/2/") (7 1/4" x 9 3/4/") (7 1/4" x 9 3/4")	\$350 \$550 \$750 \$3,500 \$3,500	\$				
*These will be given on a fir	st come, first serve basis with priori	ty to sponsors.					
Conference Issue - Multiling	ual Educator	Color B/W					
1/3 Page Half Page Full Page Back Cover Inside Covers  • Every effort will be made to h necessary.	(3 1/2" x 4 1/4") (4 5/8" x 4 1/4") (7 3/8" x 4 1/4") (8 3/8" x 10 7/8") (4 color) (4 color)		\$				
. Agreement:							
	on to be processed, payment must be sub all the instructions and requirements	mitted with this form. (Please re	tain a copy for your records.) I r	ead,			
Signa	ture/Title	s	Date				
	orm with total payment and camera- ts CABE 2002 • 660 South Figueroa						
	g	,					
amount:	□ Check □ P	O 🖵 VISA	MasterCard	☐ Ar			

Signature

**Expiration Date:** 

# The Multilingual Educator & News

## 2001-2002 ADVERTISING RATES

The Multilingual News and The Multilingual Educator are the two periodical publications of The California Association for Bilingual Education (CABE), a non-profit membership organization dedicated to the vision of "Biliteracy for All" in California since 1975. With over 6,500 active members and 70+ local chapters throughout the state, CABE is recognized as a leader in education policy and training, and the CABE publications are an important part of our ongoing efforts to promote educational excellence for all in California.

The Multilingual Educator is CABE's new quarterly magazine. The Educator is a four color publication with in-depth coverage of current policy issues, research, and classroom practices. With a readership of over 20,000, the Educator is the best way to get your message to a target audience of educators, parents, and policy makers interested in multicultural education and the needs of English language learners in the state of California.

The Multilingual News is CABE's bi-monthly membership newsletter. The News is a two color publication which focuses on CABE advocacy, membership news, special events, and other time sensitive issues. The News is targeted to address the specific needs of CABE's 6,500+ members and is a perfect medium for those seeking to inform this special group.

note: Special advertising rates and opportunities are available for CABE's institutional members and sponsors. For more information on institutional membership and/or sponsorship opportunities, please contact CABE Headquarters at (213) 532-3850.

## THE MULTILINGUAL NEWS RATES

Black & White	1x	year
Full Page	300	1,750
1/2 Page	225	1,200
1/3 Page	150	750
1/4 Page	100	500
1/6 Page	75	400

## THE MULTILINGUAL EDUCATOR RATES

Black & White	1x	2x	4x
Full Page	600	560	540
1/2 Page	450	427	405
1/3 Page	300	285	270
1/4 Page	200	190	180
1/6 Page	150	143	135
Full Color	1x	2x	4x
Full Page	1200	1140	1080
1/2 Page	900	855	810
1/3 Page	600	570	540
1/4 Page	400	380	360
1/6 Page	300	285	270
Covers (4 Color)	1x	2x	4x
Back Cover	2400	2280	2160
Inside Covers	1800	1710	1620

## ADVERTISEMENT SUBMISSION SPECIFICATIONS

Full Page	83/8 x	10 7/8
1/2 Page	73/8 x	41/4
1/3 Page	45/8 x	41/4
1/4 Page	3 1/2 x	4 1/4
1/6 Page	2 1/4 x	41/4

note: Bleeds only available on full page advertisements

#### Materials Accepted:

Film - minimum 133 line, right reading, emulsion side down.

**Digital** - Advertisements on disk are limited to QuarkXPress $^{\text{TM}}$  files and should be accompanied by all postscript fonts and/or pictures used in the layout.

**Proofs/Pasteups** - Original proofs or paste-ups are scanned for inclusion in the magazine. The publishers take no responsibility for distortion caused by scanning.

## Move-In Day(s)

Please note that CABE 2002 exhibit/career fair registration will take place at a special booth in the exhibit hall area.

- Wednesday, January 30, 2002 from 12:00 p.m. to 7:00 p.m.
- Thursday, January 31, 2002 from 8:00 a.m. to 11:00 a.m.

## **Exhibit Hours**

- Grand Opening--Thursday, January 31, 2002 from 12:00 p.m. to 5:00 p.m.
- Friday, February 1, 2002 from 9:00 a.m. to 6:00 p.m.
- Saturday, February 2, 2002 from 9:00 a.m. to 5:00 p.m.
- Sunday, February 3, 2002 from 9:00 a.m. to 12:00 noon.

## Move-Out Day

• Sunday, February 3, 2002 from 12:00 noon to 5:00 p.m.

## **Advertising Opportunities**

- Conference Program The Conference program is distributed to thousands of conference attendees to plan their personal conference schedule. This is your opportunity to advertise and attract attendees to any new products and to your exhibit booth. The deadline for camera ready copy is October 19, 2001.
- Multilingual Educator and/or Multilingual News The Multilingual Educator (CABE's magazine) are distributed statewide to all CABE members and also provided to all conference attendees. The deadline for camera-ready copy/art is October 19, 2001 for inclusion in the Multilingual Educator – Conference Edition.

See Advertising Application Form (page 21) for rates and specifications. Take advantage of a 20% discount by advertising in both the Conference Program and the Multilingual Educator.

CABE reserves the right to accept sponsor/exhibitor/career fair/advertiser applications only from those organizations whose goals are consistent with those of CABE.

## Registration Deadline: October 19, 2001

Application and payment must be received by October 19, 2001, in order to be listed in the Conference program as a sponsor, exhibitor, or career fair recruiter.







## California Association for Bilingual Education 660 S Figueroa St., Suite 1040 Los Angeles, California 90017



Non-Profit Org. U.S. Postage PAID Permit No. 1 Whittier, CA

If the addressee is unknown, please forward to an interested or potential participant