



# Vendor Registration for CETPA Conference 2003

## *Santa Barbara, California*

CETPA is pleased to announce its upcoming **43rd Annual Conference** on November 19-21, 2003, at the Fess Parker DoubleTree in Santa Barbara, California. Founded in 1960, CETPA supports California's K-12 Public Education Technologists. Exhibit area space is **limited** to 77 vendors and has sold out in larger venues each of the past five years. Don't miss this important opportunity – **reserve now** to guarantee your spot!

### **Vendor Registration**

Booth fees are listed in the table provided on page 2 of this registration form. Please make checks payable to CETPA. All correspondence should be mailed to Panama-Buena Vista USD, 4200 Ashe Road, Bakersfield, CA 93313, and ATTN: Terrell Tucker

### **Vendor Show Exhibit Hours**

The CETPA Vendor Show is a **one-day event** on Thursday, November 20, 2003, and offers prime time for vendors and attendees to interact and share information. No other activities are scheduled during the Vendor Show. The exhibit hall is open from 10:00 AM to Noon and 1:15 PM to 4:00 PM.

### **Vendor Exhibit Space & Size Specifications**

- Table-top space – 6' table (limited availability)
- Pavilion space – 8'W X 6'D (hard walls for easy mounting of materials)
- Standard booth - 10'W by 10'D space
- Double booth (end cap) - 10'W by 20'D space at the end of an isle
- Kiosk - 20'W by 20'D island space

### **Booth Information**

All booths include a 6' skirted table, 2 chairs, one waste can, one 500-watt outlet and an identification sign. Standard and double booths also include pipe-and-drape to provide an 8' high backwall and 3' side rails (no side rails on a double booth).

### **Vendor Exhibit Setup/Removal**

- Setup - 6:00 PM to 10:00 PM, Wednesday, November 19, 2003 (Preliminary)
- Setup - 7:30 AM to 9:30 AM, Thursday, November 20, 2003 (Preliminary)
- Removal - 4:00 PM to 6:30 PM, Thursday, November 20, 2003 (Preliminary)

### **Restrictions**

CETPA reserves the right to evict any exhibit that inhibits the operation or detracts from the general character of the exhibits as a whole. This opinion includes persons, things, printed matter, or anything of character which the CETPA Board determines to be objectionable to the purpose of the exhibit or conference. In the event of such a restriction or eviction of an exhibit, CETPA is not liable for any refunds or other exhibit expenses.

### **Building and Equipment**

Exhibitors are liable to the property owners for any damage and/or defacement of property or furniture.

### **Cancellations / Subleasing**

Registration fees (less 25% service fee) will be refunded only if CETPA has received written notification of the vendor's intent to cancel by October 1, 2003. Notification received after October 1, 2003 is 100% non-refundable (exhibit space may not be sublet). CETPA reserves the right to reassign cancelled booths. Reassignment of cancelled booths does not relieve the canceling exhibitor of its obligation to pay the cancellation fees.

### **Additional Information**

Exhibit services contractor and associated materials will be mailed upon receipt of this registration form and your full payment.

A set of CETPA member mailing labels will be available upon request to Conference 2003 registered vendors. All participating vendors will receive a list of the conference attendees shortly after the conference concludes. For more information, **contact** the **Vendor Chair: Terrell Tucker** at (661) 831-8331 ext. 144. Completed forms may be sent via e-mail to [tt@ex.pbvUSD.k12.ca.us](mailto:tt@ex.pbvUSD.k12.ca.us) or via fax to (661) 398-2141 (fax). Booth assignments will be provided prior to the conference date. Purchasing an exhibit space entitles you to a listing on the CETPA website. If you wish to have contact and company

description information posted on the web, you must provide an electronic version of your contact information as well as a **short** (50 words or less) description of your company's focus or exhibit description.

**PLEASE INDICATE (X) YOUR SPONSORSHIP OF THE FOLLOWING:**

Each year, vendors contribute to the Conference's success by **sponsoring either Conference Events or Items** that are traditionally supplied to all Conference attendees. A list of events and items available for sponsorship is included below for your consideration. All sponsored items will be embossed with combined logos of the sponsoring vendor and CETPA K-12 Technologists. Minimum contributions vary depending upon the event, item, and level of vendor participation in the overall conference. Please contact Terrell Tucker if you are interested in participating. The CETPA Board prefers to select and purchase Bags, Portfolios, Mugs, Pens, and miscellaneous items to assure adherence to CETPA quality standards and timely delivery to the conference facility. Hospitality suites must be coordinated through CETPA

<b>Booth Preference</b>	
Kiosk (\$5,000)	Regular Booth (\$1,000)
End cap (\$2,500)	Table-Top Space (\$750)
Pavilion Space (\$1,300)	

<b>CONFERENCE EVENT/ITEM SPONSORSHIP LIST</b>	
President's Reception (Wed. Evening)	Bags
Coffee, Breaks and/or Breakfast	Portfolios
Lunches (Wed. & Thurs.)	Coffee Mugs
Hospitality Suites (Following the vendor show)	Pens
Golf Tournament (Contact Scott Sexsmith)	Badge Holders
Other event(s) pre-approved by CETPA	Door Prizes
	Other pre-approved giveaways

**PLEASE PRINT OR TYPE**

Your contact Information must be provided electronically for placement on the CETPA web site!

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone + Extension: \_\_\_\_\_

City: \_\_\_\_\_ Fax: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Company URL: \_\_\_\_\_

Exhibit Description: \_\_\_\_\_

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Please provide a **company logo** in GIF, JPEG or EPS format for Web listings

Authorized Signature: \_\_\_\_\_

E-mail address: \_\_\_\_\_