



<http://www.rbaeyc.org>

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800-210-2602

Rivers Bend AEYC Conference

APRIL 13-14, 2012

ST. CHARLES COMMUNITY COLLEGE
4601 MID RIVERS MALL DR.
ST. PETERS, MO 63376



Vendor Packet

Rivers Bend AEYC is a chapter of AEYC-MO,
Midwest AEYC Region,
and
The National Association for the Education of Young Children



We are proud to announce the RBAEYC Spring Curriculum Conference to be held on April 13-14, 2012

As the local chapter of NAEYC, our mission is to promote excellence in early childhood programs and systems through education, professional development and advocacy. We know that conferences like this not only give early childhood educators opportunities to gain and use valuable information, but it also provides valuable networking opportunities and resource links to businesses like yours. You do make a difference in the quality of our conference. Therefore, we would like to invite you to be an exhibitor for this event

This year we will once again have a 2 day conference which will be held on Friday, April 13 and Saturday April 14, 2012. Friday's Leadership day will be dedicated to Directors and Administrators, while Saturday's Annual Conference will cater more to the traditional early childhood classroom educators.

We know directors benefit from the marketplace area as much as classroom teachers do, so we will again include the marketplace opportunity for both days. You have the option of applying for one or both of those days to be an onsite vendor. The cost for the space will be the same for one day or two.

Our site is again the St. Charles Community College Campus, in the Social Science Building. This spacious building allows us to conduct our whole operation under one roof. Therefore, all vendor spaces, our conference registration/check-in area, and lunch service will be contained to the first floor, with all conference sessions being held on the first and second floors of the same building. We have watched our attendance grow each year and we are hoping

EXHIBITOR INFORMATION

- Conference Location : St. Charles Community College, 4601 Mid Rivers Mall Drive, St. Peters, MO 63376
- Contact person: Tracey Stanton, Exhibitor Co-Chair, phone: 314-843-8831, email: traceystanton@sbcglobal.net
or Cindy Imhauser, Executive Assistant, RBAEYC, phone: 800-210-2602, email: rbaeyc@rbaeyc.org
- Exhibitor application/request due: **January 30, 2012** (Applications will be accepted after this date on a space available basis)
- Exhibit Fee: \$125.00, additional tables \$50.00 each
- Fee due by: **January 30, 2012**
- Exhibit rules and regulations are as follows:

Move-in procedures:

- **Friday Exhibitors** will be expected to set up their exhibits between 4:00-6:30 p.m. on Thursday evening, April 12, 2012
- Displays for Friday only, must be removed between 4:00-5:30 p.m. on Friday, April 13, 2012
- Displays that are there for both days will be secured in the marketplace area overnight.
- **Saturday Only Exhibitors** may move into their assigned space between 5:30-6:30 p.m. on Friday, April 13, 2012 **with set-up completed by 6:30 p.m.**

Removal/teardown:

- **PLEASE NOTE:-NO Friday or Saturday MORNING** set-ups will be allowed
- All materials must be removed from the area by 5:00 p.m. on Saturday, April 14 2012, but not before 12:30 p.m. when participants have returned to their sessions.

- **We are unable to provide any carts or dollies for moving materials to or from the parking lot, so please plan accordingly.**

Exhibit Area Guidelines and Description:

- We will provide two 2x5 tables, and a chairs for each booth space reserved. Additional tables may be purchased for a cost of \$50.00 each. Depending on available space, tables may be pushed against a wall on one side, or placed in a “U” shaped and backed to other vendors tables, so plan accordingly.
- Skirting and signs are the option and responsibility of each individual vendor.
- Electrical outlets are available in some locations and may be requested on the application form.
- The conference committee will assign all tables on a first come first serve basis.
- Exhibitors may not assign, sublet, or share space already assigned without the written permission of the RBAEYC Conference Planning Committee.
- The Exhibit must be designed and displayed to conform to the size of the space leased. Nothing shall be displayed in such a manner as to obstruct the view of or interfere with the exhibits of others, or the exits/walkways of the building.
- All audio-visual equipment must be kept at a volume low enough as not to disturb other exhibitors and conferees.
- Exhibitor demonstrations must remain within the boundaries of their respective exhibits.
- Exhibitors will exercise all precautions against damage to the property of the St. Charles Community College. Exhibitors may not tape, paste, thumbtack, nail, or otherwise affix signs or posters to the walls or floors. Any signs or posters leaning against the walls must be properly padded so as not to cause damage.
- Exhibitors selling merchandise assume full responsibility in securing a vendor license and collecting applicable local and state taxes.

Liability:

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor’s displays, equipment, and other property brought upon the premises of St. Charles Community College. The exhibitor shall indemnify, hold harmless and agree to make no claim against the RBAEYC Conference Committee for any reason whatsoever, including negligence, theft, damage, or destruction of goods, loss of income/sales, or for any injury to the exhibitor, his agents, or employees while in the Conference area, or for any damage of any nature or character whatsoever including any damage to his business by reason of failure to provide space for the exhibit or the removal of the exhibit, or for any action of any nature of the RBAEYC Conference Committee for failure to hold the Conference on schedule.

Cancellation Policy:

The sponsors and planning committee of the RBAEYC Conference reserve the right to cancel the conference thereby voiding this and subsequent agreements in the event of insufficient registrations or any other event (s) that would make cancellation necessary. RBAEYC will not be held liable for any damages or loss of income if cancellation becomes necessary, however, exhibitors will be entitled to a full refund of reservation space fees.

Application Form:

Please complete the application form enclosed and return it with payment or PO by January 30, 2012 to:
Tracey Stanton, 9109 Rusticwood Trail, St. Louis, MO, 63126

Make all checks payable to RBAEYC

Other Conference Opportunities:

- In response to people often looking for additional information or wishing to purchase products after the conference, we are again offering an opportunity for your business to have a link or contact information from our website for one year after the event. Legally we have to place a non-affiliation disclaimer statement with the links, but your company may enjoy a year of advertisement with us for an additional fee of \$25.00.
- You may also place an ad or “coupon ” in the final conference brochure. This brochure will be distributed to all conference attendees, and posted on our website after February 1, 2012.
- During the lunch break, a drawing for raffle baskets and door prizes is conducted. Proceeds from the raffle baskets support a scholarship fund to send one or more members to the National Conference in the fall. Vendors are invited to provide the door prizes, and may indicate that desire to participate on the application form.



Exhibitor Application

Please complete and return by January 30, 2012 to the address below.

Company Name _____ Number of tables _____

Contact person _____ Title _____

Address _____

City, _____ State _____ Zip _____

Telephone _____ Email _____

Brief summary of materials to exhibit: _____

_____ I want to exhibit on Friday and Saturday
(no additional fees)

_____ I want to exhibit Friday Only

_____ I want to exhibit Saturday Only

_____ I need access to an electrical outlet

_____ I will provide a door prize for Friday

_____ I will provide a door prize for Saturday

_____ I will need additional lunches

Quantity	Item	Price	Total A	Advertisement	Price	Total B
	Exhibit Space	\$125.00		1/4 page ad	\$50.00	
	Additional Tables (1)	\$50.00		1/2 page ad	\$75.00	
	Lunch Friday	1 Free		Full page ad	\$100.00	
	Additional lunches Friday	\$10.00 each		Business card ad	\$25.00	
	Lunch Saturday	1 Free		Website link	\$25.00	
	Additional lunches Saturday	\$10.00 each		Total Column A		
				Total Column B		
				TOTAL		

Make all checks payable to RBAEYC

Total Fee (s) enclosed _____

Method of Payment _____ Check _____ Check Number _____

_____ PO _____ PO Number _____

For Office Use: Date received _____

Return Application to:
Tracey Stanton
9109 Rusticwood Trail
St. Louis, MO 63126