



a chapter of AEYC—MO,
Midwest AEYC Region,
and

The National Association for the Education of Young Children

<http://www.rbaeyc.org>

rbaeyc@rbaeyc.org

800-210-2602

Spring Curriculum Conference



Children's Opportunities, Our Responsibilities

APRIL 17-18, 2009

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

EXHIBITOR PACKET



The Rivers Bend Association for the Education of Young Children is proud to announce their annual Spring Curriculum Conference to be held on April 17-18, 2009.

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 child care providers 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 are expanding our conference to include a Directors/Administrators Pre-Conference on Friday, April 17th, as well as the Annual Spring Conference for educators on Saturday, April 18th. We feel directors will benefit from the marketplace area as much as the classroom teachers do, so we are expanding the marketplace opportunity to 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 this year will remain on the St. Charles Community College Campus, in the Social Science Building. This spacious building will allow 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 for that growth to continue this year by hosting about ninety directors and administrators on Friday and over 300 early child care providers on Saturday.

We look forward to working with you as a part of this endeavor.

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: **December 30, 2008** (Applications will be accepted after this date on a space available basis)
- Exhibit Fee: \$100.00, additional tables \$50.00 each
- Fee due by: **January 15, 2009**
- Exhibit rules and regulations are as follows:

Move-in procedures:

- **Friday Exhibitors** may move into their assigned space beginning 9:30 a.m. on Friday, April 17, 2009. **All set up must be completed by 11:30 a.m.**
- If displays are for Friday only, they must be removed by 5:30 p.m., but not before 4:00 p.m.
- Displays that are there for both days will be secured in the marketplace area overnight.
- **Saturday Only Exhibitors** may move into their assigned space beginning 5:30 p.m. on Friday, April 17, 2009 **with set-up completed by 6:30 p.m.**
or at 6:30 a.m. on Saturday April 18, 2009, **with set-up completed by 7:30 a.m.**

Removal/teardown:

- All materials must be removed from the marketplace area by 4:00 p.m. on April 18, 2009, but not before 12:30 p.m.

- 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 two chairs, for each booth space reserved. Additional tables may be purchased for a cost of \$25.00 each.
- 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 December 30, 2008 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, 2009.
- 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 December 30, 2008 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 will set up Friday ___ I will set up Saturday
- _____ I need access to an electrical outlet
- _____ I will provide a door prize for Friday
- _____ I will provide a door prize for Saturday

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

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