ALA-CASE Spring Outreach Conference
February 23-25, 2020
Renaissance Ross Bridge Golf Resort & Spa
Hoover, Alabama

We are pleased to extend this invitation to you to participate as an exhibitor at the ALA-CASE Spring Outreach Conference. The conference is being held in Hoover, Alabama at the Renaissance Ross Bridge Golf Resort & Spa.

Please take a few minutes to consider the benefits to you and your company if you agree to participate at this conference. State-wide ALA-CASE members numbering at almost 300 will be attending the conference. Special Education Directors and teachers from across the state are invited and this conference will afford a great opportunity for you to make new contacts in the state of Alabama.

Our Executive Board has planned activities for optimal interaction between the exhibitors and our membership. All breaks will occur with the exhibitors. We are dedicated to making your visit with us worthwhile.

You will find attached the registration materials. Thank you in advance for your prompt attention to the registration process. If you have any questions or concerns, please feel free to contact me at 256.582.3171, Ext 01008.

I look forward to seeing you at the ALA-CASE Spring Outreach Conference.

Sincerely,

Annie Spike
Marshall County Board of Education

ALA-CASE Exhibitors

926 Pelham Street
P. O. Box 428
Montgomery, AL 36101-0428
334-265-3610 or 1-800-239-3616
Fax 334-265-3611

SCHOOL SUPPLIERS:

Here is your opportunity to exhibit at the largest gathering of Special Education school leaders in the state:

The ALA-CASE Spring Outreach Conference
February 23-25, 2020
Renaissance Ross Bridge Golf Resort & Spa
Hoover, Alabama

Exhibitor Service Kit:

- Application for exhibit space
- Rules, regulations and instructions

AN INVITATION TO EXHIBITORS

You are invited to join Special Education Directors and teachers at the ALA-CASE Spring Conference.

We recognize the importance of your participation. The new ideas and materials that you bring will be one of the highlights of the conference. You can meet the educational leaders in Alabama, expand your network of contacts, display your products and services effectively and concentrate your marketing efforts on a receptive audience.

To insure maximum visitation with exhibitors, special times are built into the convention program for visiting exhibits.

ALA-CASE works hard to make your visit with us worthwhile! You are an extremely important part of our conference, and we want you back each year. We are proud that our conference has grown each year and we attribute much of this success to our exhibitors.

Upon receipt of your contract and payment for exhibit space, we will confirm your assignment and any other necessary information will be mailed to you immediately.

The base hotel is the Renaissance Ross Bridge Golf Resort & Spa. You can make your reservations by calling the reservation line at (205) 916.7677 or (888) 236.2427.

Annie Spike

CONTRACT FOR EXHIBIT SPACE
Alabama Council of Administrators in Special Education
February 23-25, 2020
Renaissance Ross Bridge Golf Resort & Spa
Hoover, Alabama

It is understood that the rules and regulations contained herein, and those on the official application become a part of the contract between the exhibitor and ALA-CASE. Acceptance of any exhibit application and notification to the applicant of such acceptance by ALA-CASE constitutes a contract. All points not covered in this document are subject only to the decision of ALA-CASE.

In accordance with the Rules and Regulations governing the exhibits for the ALA-CASE Conference to be held in Hoover, Alabama February 23-25, 2020, the undersigned makes application for exhibit space and encloses a check to Alabama CASE/CLAS for the partnership included in booth rental.

Booth rental: $400 includes one 6' x 2.5' table; $800 includes two 6' x 2.5' tables (includes table(s), two chairs, sign & wastebasket) Electrical wireless access will be provided.

COMPLETION OF THE FOLLOWING, AND ACCEPTANCE BY ALABAMA CASE, CONSTITUTES A BINDING CONTRACT

COMPANY NAME _____

BILLING ADDRESS _____

PROGRAM ADDRESS _____
(If different from billing address)

CITY, STATE, ZIP _____

PHONE_____FAX_____EMAIL_____

BRIEF DESCRIPTION OF COMPANY PRODUCT _____

NAME OF PERSON TO BE LISTED IN PROGRAM _____

NAMES OF 2 REPRESENTATIVES ATTENDING EXHIBIT (Please print clearly) _____

_____

BOOTH SIGN SHOULD READ _____

- o Check here if you would like information on sponsoring a break or meal function.
  Prime location will be given to all sponsors.
  - o Check here if you would like information on advertising in the convention program.
  - o Check here if you want your company biography in the convention program. Please email biography information to spikeaj@marshallk12.org

SIGNATURE_____

Booth rental: $400 includes one 6' x 2.5' table; $800 includes two 6' x 2.5' tables (includes table(s), two chairs, sign & wastebasket)

METHOD:

- ❑ Check (make payable to ALA-CASE)
- ❑ Credit Card (Visa, MasterCard, Discover ONLY)

Card/Discover Number _____ CVV# _____ Expiration Date _____

Name _____ Phone _____

Address _____ City, State and Zip _____

RULES, REGULATIONS AND INSTRUCTIONS

1. BOOTHS: Booth assignments will be made on a first come/first served basis, based on receipt of application and accompanying payment.

2. USE OF SPACE: Subletting of space is PROHIBITED. NO exhibit shall assign, sublet or apportion the whole or any portion of space allotted, or exhibit herein any goods other than those manufactured or distributed by the exhibitor in the regular course of business, nor permit any firm not exhibiting to solicit business or take orders in his place. *Sound equipment may be used for demonstration only. The use of sound or music for attracting attention is prohibited.

3. ABSENCE OF LIABILITY: ALA-CASE DOES NOT carry insurance covering exhibits, and does not assume any responsibility for damage arising from fires, lightning, smoke, civil commotion, or safety of property from theft. It is expressly understood that the exhibitor assumes all risks relating to participation in the exhibition. The convention center will be locked each night and/or security guard will be provided.

4. TERMS OF PAYMENT: There is a rental charge of $400 per booth or $800 for 2 tables. This includes two (2) badges for your group. Additional badges may be purchased at $10 per person. All attendees must wear an Alabama CASE badge. NO refund will be made for cancellations. No exhibitor will be allowed to place equipment in the exhibit hall until full payment of the booth rental is received prior to the meeting date. Checks should be made payable to CLAS/CASE and mailed to 926 Pelham Street, P. O. Box 428, Montgomery, AL 36101-0428.

5. CONDUCT OF BUSINESS BY EXHIBITORS: Because of certain IRS regulations, the sale of the article for delivery on the premises is discouraged. Sale for future delivery of products is permitted and encouraged.

6. SET UP AND EXHIBIT HOURS: Prior to the conference, all information will be sent to you.

7. REGISTRATION: Exhibitor's packet will be at assigned booth. Each person attending the convention and commercial exhibits will be REQUIRED TO WEAR AN APPROPRIATE BADGE.

MAIL CHECK AND CONTRACT FOR EXHIBIT SPACE TO
CLAS/CASE Exhibit Booth
P. O. Box 428
Montgomery, AL 36101

For additional information
Please call Annie Spike at 256.582.3171, Ext 01008

*ALL VENDORS, EXHIBITORS OR SOLICITORS ATTENDING THE ALABAMA CASE CONFERENCE ARE REQUIRED TO PURCHASE A BOOTH AND WEAR VENDOR BADGES. THIS REQUIREMENT IS THE ONLY WAY WE CAN BE FAIR TO ALL OUR EXHIBITOR FRIENDS.

Have you….

- **Filled out your application**
- **Enclosed your payment for exhibitor registration**