



**AAESA 2018 Fall Instructional Leadership Conference
Partnership Exhibit Dates – November 11-13, 2018
Orange Beach, Alabama**

Exciting New Changes for Our Partners

For the convenience of our partners and attendees, this year AAESA and AASSP/AAMSP are holding back-to-back conferences at the Perdido Beach Resort. Partners will have the opportunity to provide support for one or both organizations without having to pack-up and return on a different date.

Partners who are exhibiting for both conference should complete separate contracts and only set up once.

**2018 Fall Instructional
Leadership Conference Tentative Agenda**

<p><u>Sunday, November 11, 2018</u> 2:30 p.m.-5:30 p.m. Partner Set-up</p>	<p><u>Tuesday, November 13, 2018</u> 7:30 a.m. – 11:00 p.m. Exhibit Hall Open 7:30 a.m.-8:30 a.m. Breakfast with Partners 8:30 a.m.-10:00 a.m. General Session 10:00 a.m.-10:45 a.m. Visit Partners 11:00 a.m. Exhibit Hall Closes</p>
<p><u>Monday, November 12, 2018</u> 7:30 a.m.-3:00 p.m. Registration – Exhibit Hall Open 7:30 a.m.-8:30 a.m. Continental Breakfast with Partners 8:30a.m.-10:00 p.m. Opening Session 10:00 a.m.-10:30 a.m. Visit Partners 10:30 a.m.-12:00 p.m. General Session 12:00 p.m.-1:10 p.m. Lunch with Partners 1:15 p.m.-2:30 p.m. Breakout Sessions 2:30 p.m.-3:00 p.m. Break - Visit Partners</p>	

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www.clasleaders.org

Starr Wilson starr@clasleaders.org

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 check.
2. **USE OF SPACE:** Subletting of space is **PROHIBITED**. NO Partner shall assign, sublet or apportion the whole or any portion of space allotted, or exhibit therein 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:** AAESA 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 exhibit area will be locked each night and a security guard(s) will be provided.
4. **TERMS OF PAYMENT:** There is a rental charge of per booth (includes meals/breaks). This includes up to five (5) badges for your group. All Partners must wear an AAESA badge. **NO refund** will be made for cancellations. No Partner 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 AAESA.
5. **CONDUCT OF BUSINESS BY PARTNERS:** 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. **REGISTRATION:** Partner's packet will be at assigned booth. Each person attending the convention and commercial exhibits will be **REQUIRED TO REGISTER AND WEAR AN APPROPRIATE BADGE**.

MAIL CHECK AND CONTRACTS FOR PARTNER EXHIBIT SPACE TO
AAESA
P. O. Box 428
Montgomery, Alabama 36101-0428

AAESA CONTRACT INFORMATION FOR EXHIBIT SPACE

Partner Exhibit Information – November 11-13, 2018 Perdido Beach Resort – Orange Beach, Alabama

Company Name

Representative (for listing in the conference program)

Program Address (for convention, website, and magazine)

Program City, State and Zip

Program Phone

Program Email)

Brief Description of Product/Service (25 words or less – AAESA reserves editing rights)

Booth Representative

Booth Representative

Booth Representative

Booth Representative

Booth Representative

Billing Address (if different from program address)

Billing City, State and Zip

Billing Phone

Billing Fax

Confirmation Email

Order Form for Exhibit Booths:

Contact Wave Audio Visual Productions - sales@waveavp.com or call 251-968-9283 and reference 2018 AAESA. Internet is not included with booth fee.

Exhibit booths are piped and draped with a 6 foot draped table, two chairs, sign and a wastebasket.

NOTE: Booth numbers will be assigned the week prior to the conference. Please give your company name when ordering. The exhibit hall is carpeted.

Housing: Call (800) 634-8001 to make reservations at Perdido Beach Resort. The 2018 Fall Leadership Conference booking ID is #12839. Guest room rates per night (not including taxes and fees) - Angle view - \$111, Pass view - \$121, Pool view - \$131. Reservations are based on availability and must be reserved by October 11, 2018. www.perdidobeachresort.com

Partner Exhibit Information
Perdido Beach Resort – Orange Beach, Alabama
November 11-13, 2018

- Early Bird Exhibit Booth registration by Sept. 10, 2018.....\$450.00
- Exhibit Booth Registration by Oct. 10, 2018\$475.00
- Exhibit Booth Registration after Oct. 10, 2018\$500.00
- Additional Booth\$450.00

BOOTH TOTAL _____

SPONSORSHIP OPPORTUNITIES
(Breaks, Meals and Presenters)

Contact Rickey Darby for sponsorship opportunities – (205) 616-7645 - rickey@clasleaders.org

- Bronze Level Sponsorship - \$1,000**
 (Includes one booth, recognition signage and acknowledge in the program)
- Silver Level Sponsorship - \$1,500**
 (Includes one booth, recognition signage, acknowledge in the program, and recognition at a general session)
- Gold Level Sponsorship - \$2,500**
 (Includes one booth, recognition signage, acknowledge in the program, address attendees at a general session, and acknowledgement in the AAESA Magazine to members)

PAYMENT INFORMATION

Check – make payable to AAESA

Please make checks payable to: AAESA P.O. Box 428 Montgomery, AL 36101-0428 or fax to (334) 265-3611
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Visa – MasterCard – Discover Card ONLY

Cardholder Name as appears on card _____
Card Number _____ CVV _____
Expiration Date _____ Cardholder Phone# _____
Cardholder Address _____
City _____ State _____ Zip Code _____