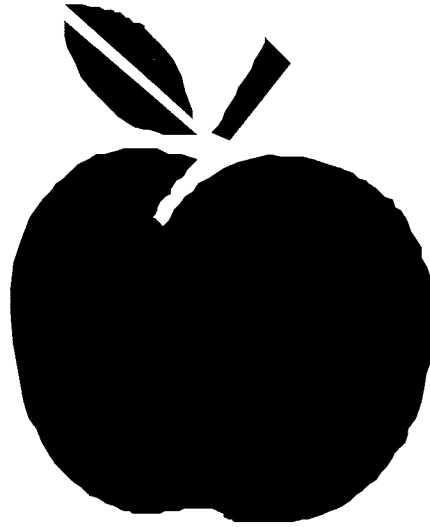


CAPSEF

*Connecticut Association of
Private Special Education Facilities*



Exhibitor Information

Annual Conference

March 21, 2012

7:30 am - 2:00 pm

CT Convention Center

Hartford, CT

Dear Exhibitor:

Don't miss the opportunity to participate in CAPSEF's Annual Spring Conference for special educators. With over 350 administrators, special education teachers and clinicians in attendance, your participation will provide you with a fantastic opportunity to interact with a large number of individuals from all over the region.

To make this conference a success for both exhibitors and CAPSEF we have structured the conference with the goal of providing you with maximum exposure to the registrants.

For example:

- The exhibit area will be open throughout the day on Wednesday, March 21, 2012 and breakfast will be served with the exhibitors.
- We are offering exhibitors the opportunity to sponsor educational programs, breakfast, lunch and advertising in our conference program. Taking advantage of any of these opportunities will heighten your exposure and name recognition.

Exhibitor registration and set-up will be between 6:00a.m. and 7:15a.m., breakdown will be from 2:00pm - 3:00pm on Wednesday, March 21, 2012.

Booths are limited. Register Now! All exhibit space will be assigned on a first submitted, first assigned basis. **Remember the early registration deadline is February 24, 2012.** All registrations postmarked after February 24, 2012 will be charged a late fee.

On behalf of the Professional Development Committee, we look forward to working with you at our conference. Allyson J. Deckman, Association Executive of CAPSEF will be the exhibitor liaison. If you have any questions please feel free to call 860.525.1318. Also, please check us out on the web at www.capsef.org.

Respectfully,

Allyson J. Deckman
Association Executive, CAPSEF

2012 CAPSEF CONFERENCE AND EXHIBITION **EXHIBITOR POLICIES AND PROCEDURES**

EXHIBIT SPACE:

Exhibits are intended for educational and information purpose to improve special education. All material/equipment should contain no inaccurate or misleading information. The Connecticut Association of Private Special Education Facilities, hereinafter referred to as "CAPSEF", reserves the right to determine if an exhibit meets the objectives and standards of CAPSEF. Exhibitors should complement the CAPSEF Conference and Exposition, hereinafter referred to as "Conference", by enabling registrants to see, hear, examine, question and evaluate the latest developments in equipment, supplies and services relevant to schools and education.

BOOTH ASSIGNMENT:

Contracts and payment in full for exhibit space are accepted on a first-come, first-serve basis. Booth assignments will begin **March 16, 2012** in order of recipients as space permits. TO OBTAIN THE BEST BOOTH ASSIGNMENT POSSIBLE, YOUR CONTRACT AND PAYMENT IN FULL SHOULD BE SUBMITTED AS SOON AS POSSIBLE. CAPSEF determines the eligibility of any company or product to be exhibited either before of after the proper execution of the contract. NO PHONE RESERVATIONS WILL BE ACCEPTED.

INSURANCE:

Each exhibiting company is required to insure itself against property loss or damage and against liability of personal injury.

BOOTH PAYMENT AND CANCELLATION REFUNDS:

Exhibit booth space will cost **\$400.00** per booth and **\$300.00 for Non-Profit Organizations**, if the contract and payment is received by **February 24, 2014** thereafter, **\$500.00**. PAYMENT IN FULL FOR EACH BOOTH MUST BE SUBMITTED WITH YOUR CONTRACT. FULL PAYMENT MUST BE RECEIVED BEFORE THE BOOTH CAN BE RESERVED. Written notice of cancellation received in the CAPSEF office by **February 24, 2012** will receive a refund of monies submitted minus a \$25 handling fee. NO REFUNDS WILL BE ALLOWED FOR CANCELLATIONS MADE AFTER February 24, 2012. ALL CANCELLATIONS MUST BE RECEIVED ON THE COMPANY'S LETTERHEAD. CAPSEF reserves the right to resell this space to another company.

EXHIBITOR REGISTRATION AND BADGES:

All companies should register their personnel on the forms provided by CAPSEF. Exhibitor's employees who do not register in advance and who wish to register on site must have with them their business card bearing the exhibiting company's name. An I.D. or business card will be required at exhibitor registration in order to pick up a badge. The exhibitors authorized representative must authorize any changes in personnel. THE EXHIBITOR IS EXPECTED TO STAFF THE BOOTH DURING THE ENTIRE CONFERENCE PERIOD. EACH REPRESENTATIVE OF AN EXHIBING COMPANY MUST WEAR AN OFFICIAL BADGE AT ALL TIMES IN THE EXHIBIT AREA.

INSTALLIATION AND REMOVAL OF EXHIBITS:

The exhibit area will be available for set-up Wednesday, March 21, 2012 at 6:00a.m. Each booth must be ready for inspection no later than 7:15a.m. on that morning. All exhibits must be intact during the entire conference period until the show closes at 2:00p.m. It is mutually agreed that each exhibitor will be responsible for delivery and removal of his/her equipment and display materials to and from the exhibit area.

FAILURE TO OCCUPY SPACE:

Unless previously arranged, booth space not occupied by the exhibiting company by 7:15a.m., Wednesday, March 21, 2012 will be forfeited without refund to the exhibitor and the space may be sold or used by CAPSEF.

EXHIBIT ACTIVITIES:

All business activities, circulars and advertising matter of the exhibitor may be conducted and/or distributed only within the booth assigned to the exhibitor. No material may be placed on seats attached to walls, ceilings or woodwork in the exhibit area. Aisles must be kept clear and exhibits arranged so that the exhibit personnel are inside the space rented.

CAPSEF will inspect each booth prior to the opening of the conference to insure that the exhibitors have adhered to the policies and procedures set forth in this document. The Chair will inform the exhibitor of any infractions and all corrections must be made before the conference opens. CAPSEF reserves the right to restrict exhibits that may detract from the general character of the display. This reservation includes the conference participants. Expulsion of or restrictions placed on an exhibitor does not constitute a reason for filing a claim for any refund of the booth rental fee or other exposition expenses. Exhibitors will be responsible for any damage done to the building by them or their employees. **Smoking is strictly forbidden in the conference area.**

SUBLETTING OF SPACE:

Exhibitors may not assign, sublet or apportion the whole or any part of the space allocated. Exhibitors may not display or advertise products of any kind other than those manufactured or sold by them in the regular course of their business.

CANVASSING BY NON-EXHIBITORS:

The exhibit is limited to registered attendees and guests of the conference as well as registered employees of the exhibiting companies. No other persons will be allowed to demonstrate products or distribute information in the exhibit area.

LIABILITY:

The exhibitor agrees to Indemnify and Hold Harmless CAPSEF, CONFERENCE LOCATION and TCG - (CAPSEF Association Management Firm) employees, from any and all damages including theft or mysterious disappearance to any and all equipment owned or leased by the exhibitor.

EXHIBIT HALL FURNISHINGS:

- 6-foot draped table with 2 chairs
- Two exhibitor badges
- Complimentary listing in the program, if applicable.
- Additional furniture and electricity must be arranged, for an additional charge by contacting Allyson J. Deckman at 860.525.1318.**

MUSIC AT THE CONFERENCE:

No music is allowed in the exhibit area during the conference unless prior written permission has been obtained from CAPSEF.

CANCELLATION OF CONFERENCE:

Should a situation arise beyond the control of CAPSEF to prevent the 2012 Conference, CAPSEF will not be held liable for any expenses incurred by the exhibitor except for the rental of booth space.

I have read and agree to the conditions set forth in the above document:

Signature: _____ Date: _____

Name (please print): _____

How to Participate:

Exhibit

Booth before February 24, 2012	\$400
Booth after February 24, 2012	\$500
Booth for Non-Profit Organizations	\$300

Sponsorships

Conference -	\$3,500
Morning Keynote -	\$2,500
Breakfast -	\$1,500
Lunch -	\$2,000
Cocktail Reception -	\$750
Breaks -	\$350
Education Sessions -	\$250

Advertising

Inside Front or Back Cover	\$450
Outside Back Cover	\$550
2 Page Ad	\$400
1 Page Ad (8.5/11)	\$200
1/2 Page (4.25/5.5)	\$125
1/4 Page (2.13/2.75)	\$100

2012 CAPSEF Conference & Exposition

Contract for Exhibit Space/Sponsorship

To exhibit please fill out the below form and mail, with check payable to:
CAPSEF - 330 Main Street, 3rd Floor, Hartford, CT 06106. Fax: 860.541.6484

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Name to appear on exhibitor badges: (only two per booth)

1.) _____

2.) _____

Signature: _____ Date: _____

Sponsorship/Advertising Form

To become a sponsor please fill out the below form and mail to CAPSEF (information above).

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Sponsor /Ad Type: (list if on prior page) _____

Amount: _____

Signature: _____ Date: _____

Agenda

Vendor Setup:
6:00 am - 7:15 am

Registration, Vendor Networking,
and Continental Breakfast:
7:15 am - 8:00 am

Welcome & Introductions
8:00 am - 8:30 am

Morning Keynote
8:30 am - 10:00 am

Vendor Networking:
10:00a m - 10:30 am

Morning Breakout Sessions:
10:30 am - 12:00 pm

Luncheon:
12:00 pm - 1:00 pm

Apple Awards Ceremony
1:00 pm - 1:30 pm

Afternoon Breakout Sessions:
1:45 pm - 3:00 pm

Times may vary

CAPSEF
330 Main Street, 3rd Floor
Hartford, CT 06106
www.capsef.org

***DON'T MISS THIS OPPORTUNITY
TO PROMOTE YOUR BUSINESS!***

- ◆ Exciting New Innovative Location!
- ◆ Exhibits from Leading Companies
- ◆ Cutting Edge Workshops

*Expected to be the largest gathering of private facility-special educators
in Connecticut once again this year!*