



LOUISIANA ASSOCIATION OF COMPUTER USING EDUCATORS
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ALL EXHIBITOR REGISTRATIONS MUST BE MADE ONLINE BEGINNING APRIL 2008.

The following is for information purposes only. Call the LACUE office at
(225) 408-4413 to pre-register and reserve your booth space NOW!

Dear Potential Exhibitor:

The Board of Directors of the Louisiana Association of Computer Using Educators (LACUE) invite you to participate as an exhibitor at the 2008 Annual Conference which will be held Wednesday through Friday, December 3-5, 2008 in Baton Rouge at the River Center. Also, sponsorships are available! Opportunities are listed on the next page, or create your own and propose it to us!

The LACUE Conference format provides ample time for our participants to visit with the exhibitors, thus giving you a chance to meet with key decision-makers in education. You will be allowed two representatives per booth. The conference's opening function is a social scheduled for Wednesday, December 3, 2008 in the exhibit hall. Exhibitors in previous years have been very pleased with booth visitations and purchases by LACUE attendees. Last year over 2,100 educators participated in the LACUE Conference.

The LACUE Conference Chairs and Board of Directors have determined that pricing for exhibit space will begin at \$750 per booth and will be filled on a first-come, first-served basis. Every exhibitor should provide a door prize. **All exhibitor registrations must be made online beginning April 2008. You will need to get an access code from the LACUE office before you go to www.lacue.org for exhibitor registration. You may pay by credit card or by requesting an invoice after you've completed the online registration form. There are no additional fees for credit card payments.** Upon receipt of a copy of your invoice and full payment, you will receive confirmation of your exhibit space. Please see the attached Exhibit Information sheet for important information such as exhibit times, lodging and shipping information.

In addition to exhibiting at the conference, there are numerous sponsorship opportunities. Please see the enclosed information on all conference sponsorships. Sponsorships must also be selected and paid for online.

If you would like to present at one of the sessions during the conference, please visit our web site at www.lacue.org after March 2008 and complete the presenter proposal form online. Your presentations provide an important extension to our program. You must be an exhibitor in order to submit a proposal to present at the conference.

We are looking forward to your participation as an exhibitor and/or presenter at the 2008 LACUE 24th Annual Conference. If you need additional information, please send an email to lacue@lacue.org.

Sincerely,

Eva Smill
LACUE 2008 Conference Chair
esmill@ebrschools.org

Sheryl Abshire
Vice President and LACUE 2008 Program Chair
sheryl.abshire@cpsb.org

LACUE Conference Exhibitor Information

Wednesday - Friday, December 3-5, 2008

Location: All exhibits will be housed at the River Center, Hall B, in Baton Rouge, LA, on Wednesday, Thursday, and Friday, December 3-5, 2008.

Booths: This year LACUE is offering a limited number of island booths. We have available 30' x 20' island booths (6 booths) at \$3,250 each and 20' x 20' island booths (4 booths) at \$2,250 each. Booths are \$750 each and are 10' x 10'. Additional booths will rent for \$500 each. Each booth consists of piping, drapery and carpet. The booth backgrounds are 8' high back drapery and two 3' high side draped dividers. Booths are furnished with one 6 foot skirted table, two chairs and a 110 volt electrical line (500 watts max). An exhibitor sign will be included if registration is received before October 31, 2008. The exhibit fee covers up to two representatives per booth, who are also registered to participate in the social events. Add \$100.00 for each additional representative attending at your booth.

Rentals and Services: Exhibit furnishings, electrical service, audio-visual needs, labor and drayage services may be ordered through Gulf Coast Event Services. Please contact Gulf Coast Event Services at 225-673-2943 or 1-800-488-3836. All orders for special equipment **MUST** be made in advance to avoid additional floor charges.

Internet Services: We plan to provide wireless internet at no extra charge. For wired internet service, order forms will be in your packet from Gulf Coast Event Services.

Exhibit Hours: Exhibit hours for the conference are:

Wed., December 3, 2008 -- 5:00 - 7:00 p.m.
Thurs., December 4, 2008 -- 9:30 a.m. – 6:30 p.m. *
Fri., December 5, 2008 -- 8:00 a.m.-1:00 p.m.

NOTE: Move-in time for your booth will be determined according to the move-in schedule provided by Gulf Coast.

Exhibitor Move-In: Exhibitor move-in hours are Wednesday, December 3 from 9:00 a.m. – 2:00 p.m. according to the Gulf Coast schedule. All exhibitors should be ready to open for the opening social that will be held in the Exhibit Hall on Wednesday, December 3 from 5:00-7:00 p.m. Large shipping crates and boxes should be unpacked by 1:00 p.m. and ready for removal to a storage area if they are too large to be stored in your booth area.

Exhibitor Move-Out: We ask that you please do not break down your exhibit booth until 1:00 p.m. on Friday, December 5, 2008. All items which are to be shipped must be scheduled to be picked up on Friday, December 5th. All crates and boxes to be shipped must be packed and ready for shipping with an attached shipping label. **Exhibitors who have not contracted with Gulf Coast Event Services to handle their outbound shipping are responsible for making their own arrangements.** This includes attaching a shipping label to your booth materials and making arrangements with a shipping vendor to pick up materials on December 5th.

Shipping Materials: Gulf Coast Event Services will be accepting exhibitor shipments 30 days prior to the show date. Information about shipping, including your drayage form will be included in the materials you will receive from Gulf Coast Event Services. To check on arrival of freight or other shipping needs contact Gulf Coast Event Services at 225-673-2943 or 1-800-488-3836.

Shipments directly to the show site will not be accepted prior to Wednesday, December 3, 2008. The show site shipping address is: Baton Rouge River Center, LACUE Conference, Booth #xx, Attn. Ray Cullen, 275 South River Road, Baton Rouge, LA 70802.

Security: All representatives must be registered and have an exhibitor badge for admission to the Exhibit Hall. A security guard will be on duty during the exhibit hours and overnight. You will not be allowed in the Exhibit Hall without a badge. **Please note that neither LACUE nor the Baton Rouge River Center take any responsibility for the security of your property.**

Presentation Information: To present a session at the conference please submit a presenter proposal form online at www.lacue.org.

Lodging: Go to the Conference Information and Registration page at www.lacue.org and select "Hotel Info" under Maps/Directions/Information to get the latest information on available hotel options.

Conference Bags: Our attendees enjoy receiving "free stuff" from exhibitors in their conference bags. If you would like to have any items stuffed in the conference bags, please make sure those items arrive at the Gulf Coast Event Services no later than **Friday, November 21, 2008**. Please mark all packages "LACUE Conference Bags." Please notify the LACUE office that you will have items for the conference bags or door prize items so we can ensure that all items are included. LACUE bears no responsibility for items lost in shipping or storage at the conference center.

Door Prizes: Don't forget to bring your door prize or mail it in advance to the LACUE office so it will be included in the Door Prize Drawing. Please notify the LACUE office on or before November 21st of what door prizes you are sending or bringing.

GULF COAST EVENT SERVICES

TRADE SHOW & CONVENTION CONTRACTOR
River Center - Baton Rouge, Louisiana
DATE: October 10, 2014 10:47 AM - SCALE: 1"=40' REV: 1

BATON ROUGE RIVER CENTER EXHIBIT HALL 1

109- 10'x10' BOOTHS
D ELECTRICAL FLOOR BOXES

