



LOUISIANA ASSOCIATION OF COMPUTER USING EDUCATORS
8550 United Plaza Boulevard • Suite 1001 • Baton Rouge, Louisiana 70809

Phone: 225-408-4413 Fax: 225-408-4422 Email: lacue@lacue.org

www.lacue.org

2010 Exhibit Registration is OPEN
Fax or Email NOW to Secure Your Booth Space!!!!

USE THIS FORM TO REGISTER PRIOR TO DECEMBER 31, 2009. AFTER DEC. 31, 2009
PLEASE CALL THE LACUE OFFICE FOR REGISTRATION INSTRUCTIONS.
EXHIBIT SPACE IS ASSIGNED ON A FIRST-COME, FIRST-SERVED BASIS!!!

Dear Potential **2010** Exhibitor:

The Board of Directors of the Louisiana Association of Computer Using Educators (LACUE) invite you to participate as an exhibitor at the 2010 Annual Conference which will be held Wednesday through Friday, December 1-3, 2010 in Baton Rouge at the River Center. Sponsorships are also available! Opportunities are listed on the next page, or create your own and propose it to us!

Pricing for exhibit space will begin at \$850 per booth and will be filled on a first-come, first-served basis. Every exhibitor should provide a door prize. Use this form to register prior to December 31, 2009. After December 31, 2009, please call the LACUE office for registration instructions and use this form for information purposes only. You may pay by credit card or by check. There are no additional fees for credit card payments. **Upon receipt of a completed exhibit registration form, your booth selection will be reserved for sixty days, pending receipt of payment. If payment is not received within sixty days after the office receives your exhibit contract, your booth assignment will be vacated without notice and available to the next registering exhibitor. Only one sixty day grace period is allowed per exhibitor. Once an exhibitor has exhausted the sixty day grace period, booth space will only be assigned if accompanied by payment. Regardless of whether or not payment is received within sixty days, all exhibit agreements are considered to be binding commitments by the applying exhibitor unless refused by LACUE.** Please see the attached Exhibit Information sheet for important information such as exhibit times, lodging and shipping information.

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. Last year over 2,000 educators participated in the LACUE Conference.

In addition to exhibiting at the conference, there are numerous sponsorship opportunities. Please see the enclosed information on all conference sponsorships.

If you would like to present at one of the sessions during the conference, please visit our web site at www.lacue.org and complete the presenter proposal form online. You must be an exhibitor in order to submit a proposal to present at the conference. Proposals submitted after the deadline will not be considered.

We are looking forward to your participation as an exhibitor and/or presenter at the 2010 LACUE 26th Annual Conference. If you need additional information, please send an email to lacue@lacue.org.

Sincerely,
Eva Smill
LACUE 2010 Conference Chair
esmill@ebschools.org

Sheryl Abshire, PhD.
Vice President and LACUE 2010 Program Chair
sheryl.abshire@cpsb.org

LACUE Conference Exhibitor Information

Wednesday - Friday, December 1-3, 2010

Location: All exhibits will be housed at the River Center, Hall 1, in Baton Rouge, LA, on Wednesday, Thursday, and Friday, December 1-3, 2010.

Booths: Booths are \$850 each and are 10' x 10'. Additional booths will rent for \$600 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, a 110 volt electrical line (500 watts max), and a single wired internet connection. An exhibitor sign limited to forty characters will be included if registration is received before October 31, 2010. 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.**

Island booths: 30' x 20' island booth is available for \$3,850 and 20' x 20' islands are available for \$2,650.

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: One wired internet connection is provided with your booth. Vendors are welcome to bring a network switch to provide additional lines in their booths. No wireless routers or access points are allowed in the exhibit hall.

Exhibit Hours: Exhibit hours for the conference are:

Wed., December 1, 2010 --	5:00 - 7:00 p.m.
Thurs., December 2, 2010 --	9:30 a.m. – 6:30 p.m.
Fri., December 3, 2010 --	8:00 a.m.-1:00 p.m.

Exhibitor Move-In: Exhibitor move-in hours are Wednesday, December 1 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 1 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: It is expected that you not break down your exhibit booth until 1:00 p.m. on Friday, December 3, 2010. All items which are to be shipped must be scheduled to be picked up on Friday, December 3rd. 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 3rd.

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 1, 2010. The show site shipping address is: Baton Rouge River Center, LACUE Conference, Booth #xx, 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 **3:00 pm on Friday, November 19, 2010.** 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: Each LACUE Exhibitor is expected to provide a significant door prize for the Conference. 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 19th of what door prizes you are sending or bringing.



LOUISIANA ASSOCIATION OF COMPUTER USING EDUCATORS
Annual Conference - Baton Rouge River Center
December 1-3, 2010

EXHIBITOR'S CONTRACT FOR USE PRIOR TO DECEMBER 31, 2009

Company Name:		Contact Person:	
Street Address:			
City:	State:	Zip:	
Phone: ()	Fax: ()	Email:	
Representatives attending meeting*: *Exhibit fee covers 2 representatives per booth. Please add \$100 for each additional representative.	1.	2.	
Additional Representatives:	3.	4.	
Product or service to be exhibited: *Will be posted under company name on LACUE website.			
Requested Booth Number. Please indicate first, second and third choice.	1.	2.	3.

Exhibit fee amount: _____ See the *LACUE Conference Exhibitor Information* page in this packet for fees.

Exhibit Setup and Schedule: See the *LACUE Conference Exhibitor Information* page in this packet.

The exhibit hall is open to exhibitors and registrants ONLY. All representatives MUST be registered and obtain a name badge.

- If you wish to be assigned a specific booth, please indicate so on this form or email lacue@lacue.org
- The meeting schedule, exhibit hall layout, and booth assignments are tentative and subject to change.
- LACUE retains the right to refuse or reject exhibitors at its sole discretion.

Deadlines and Cancellation: Space is available on a first-come, first-served basis. PAYMENT MUST BE RECEIVED WITHIN SIXTY DAYS OF RECEIPT OF YOUR SIGNED AGREEMENT TO GUARANTEE YOUR SPACE. Written cancellation of registrations will be accepted for a refund of 80% before October 31, 2010. After October 31, 2010, all monies will be forfeited.

Liability: The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibit activities on the Baton Rouge River Center premises and will indemnify, defend and hold harmless the Baton Rouge River Center, Louisiana Association of Computer Using Educators, their agents, servants and employees from any and all such losses, damages and claims.

I certify that I am authorized to bind my company for the exhibit commitment indicated above and understand that submission of this form to LACUE constitutes a binding obligation to my company unless expressly released or refused by LACUE in writing. We agree to comply with all conditions of this agreement.

 Signature Printed Name and Position Date

DOOR PRIZES:

As part of conference participation, each exhibitor is expected to provide a door prize that will be given away at general conference events and the closing session. We are requesting items such as computers, cameras, handhelds, projectors, printers, software and other technology and learning-related materials. Donors who provide door prizes valued at approximately \$1,000 or more will be invited to make a short statement and draw or present to the winners at the podium. LACUE's drawings will be separate from any door prize drawings that may be held in exhibitor's booth.

Door Prize Value: _____ **Donated door prize (description):** _____

Description noted will be posted on the LACUE website under company name, therefore any description that is written should be intended for public viewing. If more description than space allows, please email entire description to lacue@lacue.org.

Will provide give-away-items to be included in conference bags (a minimum of 2,000 or more registrants are expected)

___Pens ___Notebooks ___Other _____

LACUE
2010 Exhibit Hall

Baton Rouge
River Center

