



**LOUISIANA ASSOCIATION OF COMPUTER USING EDUCATORS**  
**8550 United Plaza Boulevard • Suite 1001 • Baton Rouge, Louisiana 70809**  
Phone: 225-408-4413 Fax: 225-408-4422  
[lacue@pncpa.com](mailto:lacue@pncpa.com) [www.lacue.org](http://www.lacue.org)

ALL EXHIBITOR REGISTRATIONS MUST BE  
MADE ONLINE. The following is for information purposes only.  
Go to [www.lacue.org](http://www.lacue.org) to get registered!

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 2007 Annual Conference which will be held Wednesday through Friday, November 28 – 30, 2007 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, November 28, 2007, in the exhibit hall. Exhibitors in previous years have been very pleased with booth visitations and purchases by LACUE attendees. Last year over 1,600 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. Please go to [www.lacue.org](http://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](http://www.lacue.org) 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 2007 LACUE 23<sup>rd</sup> Annual Conference. If you need additional information, please send an email to [lacue@pncpa.com](mailto:lacue@pncpa.com).

Sincerely,

Eva Smill  
LACUE 2007 Conference Chair  
[esmill@ebrschools.org](mailto:esmill@ebrschools.org)

Sheryl Abshire  
Vice President and LACUE 2007 Program Chair  
[sheryl.abshire@cpsb.org](mailto:sheryl.abshire@cpsb.org)

**LACUE 2007 CONFERENCE SPONSORSHIP OPPORTUNITIES – SAMPLE FORM. REGISTER ONLINE.**

The 2007 LACUE Conference provides several sponsorship opportunities for vendors, even if you are unable to attend the meeting. Sponsorships will be assigned on a first-come, first-served basis.

**Sponsorship Levels and Benefits (Please select your preferred sponsorship level)**

- Gold (\$9,000 or more)** Benefits include: First choice of preferred sponsorship event, 2 complimentary exhibit booths, first choice of exhibit booth location, organization announced and representatives introduced during sponsored activity, organization named on the general sponsor board at the registration area, organization named in all program materials, organization named on signage outside sponsored activity, organization's web address linked on LACUE web page for 2 months (October - November).
- Silver (\$5,000-\$8,999)** Benefits include: 1 complimentary exhibit booth, organization announced and representatives introduced during sponsored activity, organization named on the general sponsor board at the registration area, organization named in all program materials, organization named on signage outside sponsored activity, organization's web address linked on LACUE web page for 2 months (October - November).
- Bronze (\$2,500-\$4,999)** Benefits include: organization announced and representatives introduced during sponsored activity, organization named on the general sponsor board at the registration area, organization named in all program materials, organization named on signage outside sponsored activity, organization's web address linked on LACUE web page for 2 months (October - November).

**Sponsored Activity (Please indicate your preferred sponsorship activity.)**

- Fais Do Do, Thursday, November 29, 2007 (6:00-10:30 p.m.)..... \$9,000**
- State Leadership Luncheon & Business Meeting, Thursday, November 29, 2007 (12:00-1:15 p.m.).....\$7,000**
- Conference Bags (Includes sponsor logo on bags if received in sufficient time).....\$6,000**  
May be shared among multiple vendors
- Conference Name Badges (Includes sponsor logo on name badges.) ..... \$6,000**
- Opening Social in Exhibit Hall, Wednesday, November 28, 2007 (5:00-7:00 p.m.) .....\$5,000**
- Boxed Lunch for participants, Friday, November 30, 2007..... \$5,000**
- Lanyards (with sponsor logo).....\$3,000**
- Conference T-shirts (Includes sponsor logo on shirts if received in sufficient time.) .....\$2,500**
- Keynote Speaker .....\$3,000**
- Coffee/Juice/Drinks Throughout Conference ..... \$2,500**
- Spotlight Speaker.....\$2,500**
- Wine & Cheese Reception in Exhibit Hall, Thursday, November 29, 2007 (3:30-5:00 p.m.) .....\$1,000/Table**  
Sponsorship Available for 5 tables at \$1,000 each
- Snack Break (4 Breaks are Available: Thursday AM and PM, Friday AM and PM) .....\$1,000/Break**
- Thursday Continental Breakfast Table.....\$1,000**
- Friday Continental Breakfast Table.....\$1,000**
- Awards .....\$1,000**

**TOTAL PAYMENT DUE:** \_\_\_\_\_

**DOOR PRIZES**

As part of conference participation, each vendor is expected to provide door prizes 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 and over 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.

**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@pnepa.com.

Sponsoring Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

Will provide give-away-items to be included in conference bags (a minimum of 1,000 is required)

\_\_\_Pens \_\_\_Notebooks Other \_\_\_\_\_

## **LACUE Conference Exhibitor Information** **Wednesday - Friday, November 28 – 30, 2007**

**Location:** All exhibits will be housed at the River Center, Hall B, in Baton Rouge, LA, on Wednesday, Thursday, and Friday, November 28 – 30, 2007.

**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 30, 2007. 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., November 28, 2007 -- 5:00 - 7:00 p.m.
Thurs., November 29, 2007 -- 9:30 a.m. – 6:30 p.m. *
Fri., November 30, 2007 -- 8:00 a.m.-2:00 p.m.

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

*\*Please note that the exhibit hall will be closed from 12:00-1:30 p.m. for lunch on Thursday.*

**Exhibitor Move-In:** Exhibitor move-in hours are Wednesday, November 28 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, November 28 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 2:00 p.m. on Friday, November 30, 2007. All items which are to be shipped must be scheduled to be picked up on Friday, November 30<sup>th</sup>. 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 November 30<sup>th</sup>.

**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, November 28, 2007. 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](http://www.lacue.org).

**Lodging:** Go to the Conference Information and Registration page at [www.lacue.org](http://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 **Tuesday, November 20, 2007**. 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 16th of what door prizes you are sending or bringing.



LOUISIANA ASSOCIATION OF COMPUTER USING EDUCATORS  
**Annual Conference - Baton Rouge River Center**  
**November 28 – 30, 2007**  
**EXHIBITOR'S CONTRACT – SAMPLE FORM. REGISTER ONLINE.**

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.			
<b>Door Prize Contribution:</b> _____ <b>VALUE:</b> __ \$1,000 or above __ \$500-\$999 __ less than \$499 (You <i>must</i> attach sponsorship opportunities form with door prize information so that your company's name and donation information can be listed on the LACUE website.)			

**Exhibit Setup:** Wednesday, November 28, 9:00 am to 2:00 pm (according to Gulf Coast's schedule).

**Exhibit Schedule:** Wednesday, November 28, 5:00-7:00 p.m.; Thursday, November 29, 9:30 a.m.-6:30 p.m., Friday, November 30, 8:00 a.m. – 2:00 p.m.

**Exhibit Fee:** \$750.00 per booth. Additional booths will rent for \$500 each. Booths are 10' x 10'. 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 (500 watt) electrical line. An exhibitor sign will be included if registration is received before October 30, 2007. Full payment is due with signed agreement, make checks payable to LACUE.

Island booths: 30' x 20' island booth are available for \$3,250 and 20' x 20' islands are available for \$2,250.

The exhibit fee covers up to two representatives per booth who are also registered to participate in the social events. Add \$100.00 per additional representative attending. The exhibit hall is open to exhibitors and registrants ONLY. All representatives MUST be registered and obtain a name badge.

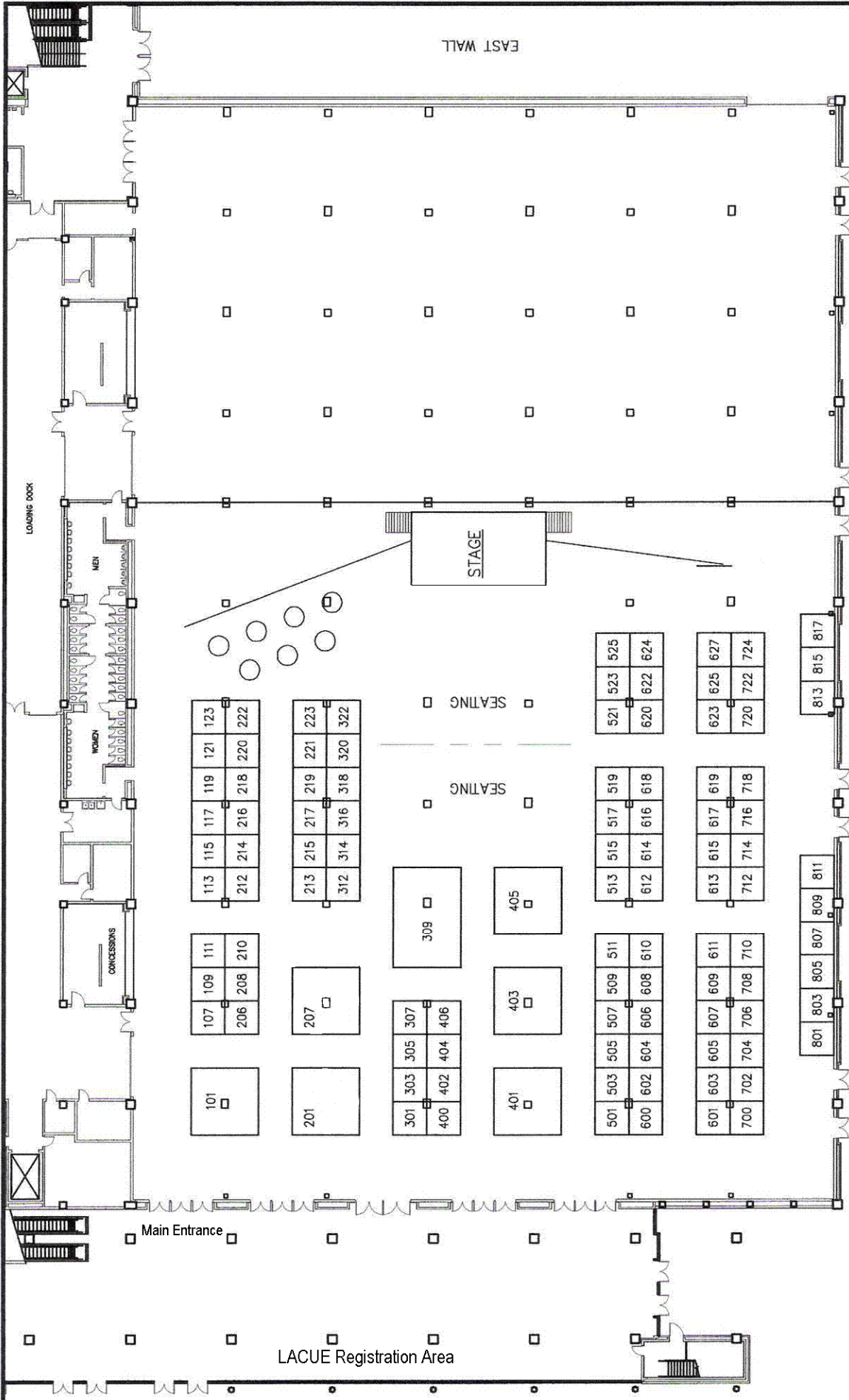
- *If you wish to be assigned a specific booth, please indicate so on this form or email to [lacue@pncpa.com](mailto:lacue@pncpa.com)*
- *The meeting schedule, exhibit hall layout, and booth assignments are tentative and subject to change.*
- *LACUE retains the right to refuse or reject exhibitors at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

**Deadlines:** Space is available on a **first-come, first-served** basis. **PAYMENT MUST BE RECEIVED TO GUARANTEE YOUR SPACE.** Written cancellation of registrations will be accepted for a refund of 80% before October 31, 2007. After October 31, 2007, 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.  
*We agree to comply with all conditions of this agreement.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Position



**GULF COAST**  
**EVENT SERVICES**  
 TRADE SHOW & CONVENTION CONTRACTOR  
 River Center - Baton Rouge, Louisiana  
 DATE: Jan 06 | JOB #: 1036 | DWG: - | SCALE: 1"=40' | REV: 2

109- 10'x10' BOOTHS  
 □ ELECTRICAL FLOOR BOXES

**BATON ROUGE RIVER CENTER**  
**EXHIBIT HALL 1**

