

GENERAL INFORMATION

Approximately 1000 Special Education Directors, Process Coordinators, Superintendents, Principals, Psych Examiners and Agency Personnel from around the state attend the annual conference of the Missouri Council of Administrators of Special Education. If you would like to exhibit, please return the application form with payment before August 30, 2010. In order to provide the exhibitors with maximum exposure, the association has made the following arrangements:

- ❖ The exhibit area will be in Windgate Hall on Monday and Tuesday.
- ❖ Breakfast and lunch will be served in the exhibit area.
- ❖ Conference attendees will receive business cards, complete with address, phone and email they will drop in baskets on your registration table for door prizes.

RIGHTS OR REFUSAL OF EXHIBITOR: MO-CASE reserves the right to rent exhibit space to any person or entity whose product or services is not consistent with MO-CASE's mission and/or is deemed to be contrary to the best interests of MO-CASE members and/or public education. MO-CASE reserves the right to accept only exhibitors of its choosing.

DISAVOWAL OF ENDORSEMENT: MO-CASE's acceptance of an exhibitor or sponsors is not, and should not be construed as, an endorsement by MO-CASE.

RATE: Exhibit booths are **\$500 and \$300** for Non-Profit Organizations. **Application and a check payable to MO-CASE must be postmarked on or before August 30, 2010.** Each 8' x 10' booth contains one 6' x 30" table, two chairs, one wastebasket and one 9" x 44" identification sign. Electrical outlets, AV, additional tables and chairs are available from Tan-Tar-A. An order form is included.

Free Wireless Internet is available during the conference in the Exhibit Hall.

HOURS: The exhibit hall will be open during the hours listed:

Set up available: Sunday, September 26, 2010 from 3:00 p.m. to 6:00 p.m.
Monday, September 27, 2010.....7:00 a.m. to 4:00 p.m.
Tuesday, September 28, 2010..... 7:00 a.m. to 11:00 p.m.
Teardown: 11:00 a.m. to 2:00 p.m.

Exhibitors are encouraged to participate in the door prize drawing. Please indicate to MO-CASE staff when you register if you are donating a door prize. The drawing will take place Tuesday morning at 10:00 a.m.

SHIPPING: Tan-Tar-A will assess handling and storage fees for any freight shipped directly to the hotel. Tan-Tar-A recommends that exhibitors who need to ship freight to or from the resort contact the firm of Page and Brown. A shipping form is included.

SPACE ASSIGNMENT: Sponsors receive preferential space assignment. Other assignments will be on a first-come, first-served basis, based on the date applications are received in the MO-CASE office. For information about becoming a MO-CASE Sponsor, please see enclosed information or call Linda Giger, Conference Planner at 573-426-2640. Every effort will be made to not place competing companies next to each other.

BOOTH PERSONNEL: Exhibitor personnel should staff the booth during the time that the Exhibit Hall is open to attendees. Each exhibitor will be provided with (2) Conference Badges that will admit personnel to all conference activities and sessions. Additional badges may be obtained at a cost of \$100 per person.

ACCOMODATIONS: Room rates are \$105 plus tax per night. If you wish, you may check in to Tan-Tar-A at the same special MO-CASE conference rate. Tan-Tar-A will release the MO-CASE room block on August 26, 2010.

SPONSORSHIP: MO-CASE offers many ways for your sponsorship of this conference. Opportunities are listed on the last page. Don't miss a great way to reach out to all conference attendees!