

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

Phone: 225-408-4413
lacue@pnepa.com

Fax: 225-408-4422
www.lacue.org

July 20, 2005

Dear Exhibitor:

The Board of Directors of the Louisiana Association of Computer Using Educators (LACUE) invite you to participate as an exhibitor at the 2005 Annual Conference which will be held November 30, December 1 and 2 in Baton Rouge at the River Center.

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 provided with two representatives per booth. The conference's opening function is a social scheduled for Wednesday, November 30, 2005, in the exhibit hall. Exhibitors in previous years have been very pleased with booth visitations and purchases by LACUE attendees. Last year over 1500 attendees participated in the LACUE Conference.

The LACUE Conference Chairs and Board of Directors have determined that pricing for exhibit space will begin at \$600 per booth and will be filled on a first-come, first-served basis. Please complete the enclosed exhibitor's form and mail it as soon as possible along with your payment. If you wish to charge it, credit card payments may only be submitted online at www.lacue.org. There are no additional fees for credit card payments. Upon receipt of the Exhibitor's Contract 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.

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. 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 2005 LACUE 21st Annual Conference. If you need additional information, please send an email to lacue@pnepa.com.

Sincerely,

Yvette Ardoin
LACUE 2005 Conference Chair
diane.mason@cpsb.org

Diane Mason
LACUE 2005 Conference Co-Chair
yvette.ardoin@cpsb.org

Sheryl Abshire
President and LACUE 2005 Program Chair
sheryl.abshire@cpsb.org

LACUE 2005 CONFERENCE SPONSORSHIP OPPORTUNITIES

The 2005 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)

- Platinum (\$7,000 or more)** Benefits include: First choice of preferred sponsorship event, 2 complimentary exhibit booths, 6 exhibit representatives admitted to exhibit hall, 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 (November-December).
- Gold (\$5,000-\$6,999)** Benefits include: 2 complimentary exhibit booths, 4 exhibit representatives admitted to exhibit hall, 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 (November-December).
- Silver (\$2,500-\$4,999)** Benefits include: 1 complimentary exhibit booth, 4 exhibit representatives admitted to exhibit hall, 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 (November-December).
- Bronze (\$1,000-\$2,499)** Benefits include: Exhibit space for \$250 per booth, 4 exhibit representatives admitted to exhibit hall, 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 (November-December).

Sponsored Activity (Please indicate your preferred sponsorship activity.)

- Fais Do Do, Thursday, December 1, 2005 (6:00-10:30 p.m.)**.....\$9,000
- State Leadership Luncheon & Business Meeting, Thursday, December 1, 2005 (12:00-1:15 p.m.)**.....\$7,000
Honoring Governor Kathleen Blanco and Superintendent Cecil Picard
- Conference Bags (Includes sponsor logo on bags if received in sufficient time.)**\$6,000
May be shared among multiple vendors
- Boxed Lunch for participants, Friday, December 2, 2005 (11:00-1:00 p.m.)**.....\$5,000
- Opening Social in Exhibit Hall, Wednesday, November 30, 2005 (5:00-7:00 p.m.)**\$5,000
- Conference Name Badges (Includes sponsor logo on name badges.)** \$3,000
- Conference T-shirts (Includes sponsor logo on shirts if received in sufficient time.)**\$2,500
- Keynote Speaker**\$2,500
- Coffee/Juice/Drinks Throughout Conference** \$2,500
- Spotlight Speaker**..... \$1,500
- Wine & Cheese Reception in Exhibit Hall, Thursday, December 1, 2005 (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** \$1,000
- Friday Continental Breakfast** \$1,000
- Awards**\$1,000

TOTAL PAYMENT DUE: _____

Donated door prize (description): _____
 We are seeking high-end donations for door prizes such as computers, cameras, tablets, hand-helds, projectors, etc. Donors will be invited to make a short statement and draw or present to the winners at the podium for items valued at approximately \$1,000 and over.

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 _____

**Please return this form with check payable to LACUE. Mail to:
 LACUE Exhibit/Sponsor Coordinator, 8550 United Plaza Blvd, Suite 1001, Baton Rouge, LA 70809**

LACUE Conference Exhibitor Information

November 30, December 1 & 2, 2005

Location: All exhibits will be housed at the River Center, Hall B, in Baton Rouge, LA, on Wednesday, Thursday, and Friday November 30, December 1 and 2, 2005.

Booths: This year LACUE is offering a limited number of island booths. We have available one 30' x 20' island booth (6 booths) at \$2,750 and two 20' x 20' island booths (4 booths) at \$1,950 each. Booths are \$600 each and are 10' x 10'. Additional booths will rent for \$500 for the 2nd booth, \$450 for the 3rd booth and \$400 for any additional booths. 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 November 1, 2005. The exhibit fee covers up to two representatives, who are also registered to participate in the social events. Add \$25.00 per additional booth representative attending.

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 30, 2005 -- 5:00-7:00 p.m.
Thurs, December 1, 2005 -- 8:00 a.m. – 5:00 p.m. *
Friday, December 2, 2005 -- 8:00 a.m.-1:30 p.m.

**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 30 from 9:00 a.m. – 2:00 p.m. All exhibitors should be ready to open for the opening social that will be held in the Exhibit Hall on Wednesday, November 30 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 1:30 p.m. on Friday, December 2, 2005. All items which are to be shipped must be scheduled to be picked up on Friday, December 2. 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 2nd.

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 30, 2005. The show site shipping address is: Baton Rouge River Center, LACUE 2005 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: A limited number of rooms have been reserved for \$85 per night at the Sheraton Baton Rouge Convention Center Hotel located at 102 France Street. To make room reservations, please contact the hotel directly and be sure to state that you are with the "LACUE Conference." Sheraton phone 225-242-2600, or make your reservations online at www.lacue.org. We also have a limited number of rooms reserved at additional hotels that are listed on the website at www.lacue.org.

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 **Monday, November 28, 2005**. 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.



LOUISIANA ASSOCIATION OF COMPUTER USING EDUCATORS
Annual Conference - Baton Rouge River Center
November 30, December 1 & 2
EXHIBITOR'S CONTRACT

Company Name:		Contact Person:	
Street Address:			
City:	State:	Zip:	
Phone: ()	Fax: ()	Email:	
Representatives attending meeting*: *Exhibit fee covers 2 representatives. Please add \$25 for each additional representative.	1.	2.	
Additional Representatives:	3.	4.	
Product or service to be exhibited:			

Exhibit Setup: Wednesday, November 30, 9:00 am to 2:00 pm

Exhibit Schedule: Wednesday, November 30, 5:00-7:00 p.m.; Thursday, December 1, 8:00 a.m.-5:00 p.m., Friday, December 2, 8 a.m. – 1:30 p.m.

Exhibit Fee: \$600.00 per booth. Additional booths will rent for \$500 for the 2nd booth, \$450 for the 3rd booth and \$400 for any additional booths. 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 November 1, 2005. Full payment is due with signed agreement, make checks payable to LACUE.

One 30' x 20' island booth is available for \$2,750 and two 20' x 20' islands are available for \$1,950.

The exhibit fee covers up to two representatives per booth who are also registered to participate in the social events. Add \$25.00 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*
- *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**. **CONTRACTS AND PAYMENT MUST BE RECEIVED TO GUARANTEE YOUR SPACE.** Written cancellation of registrations will be accepted for a refund of 80% before November 1, 2005. After November 1, 2005, 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

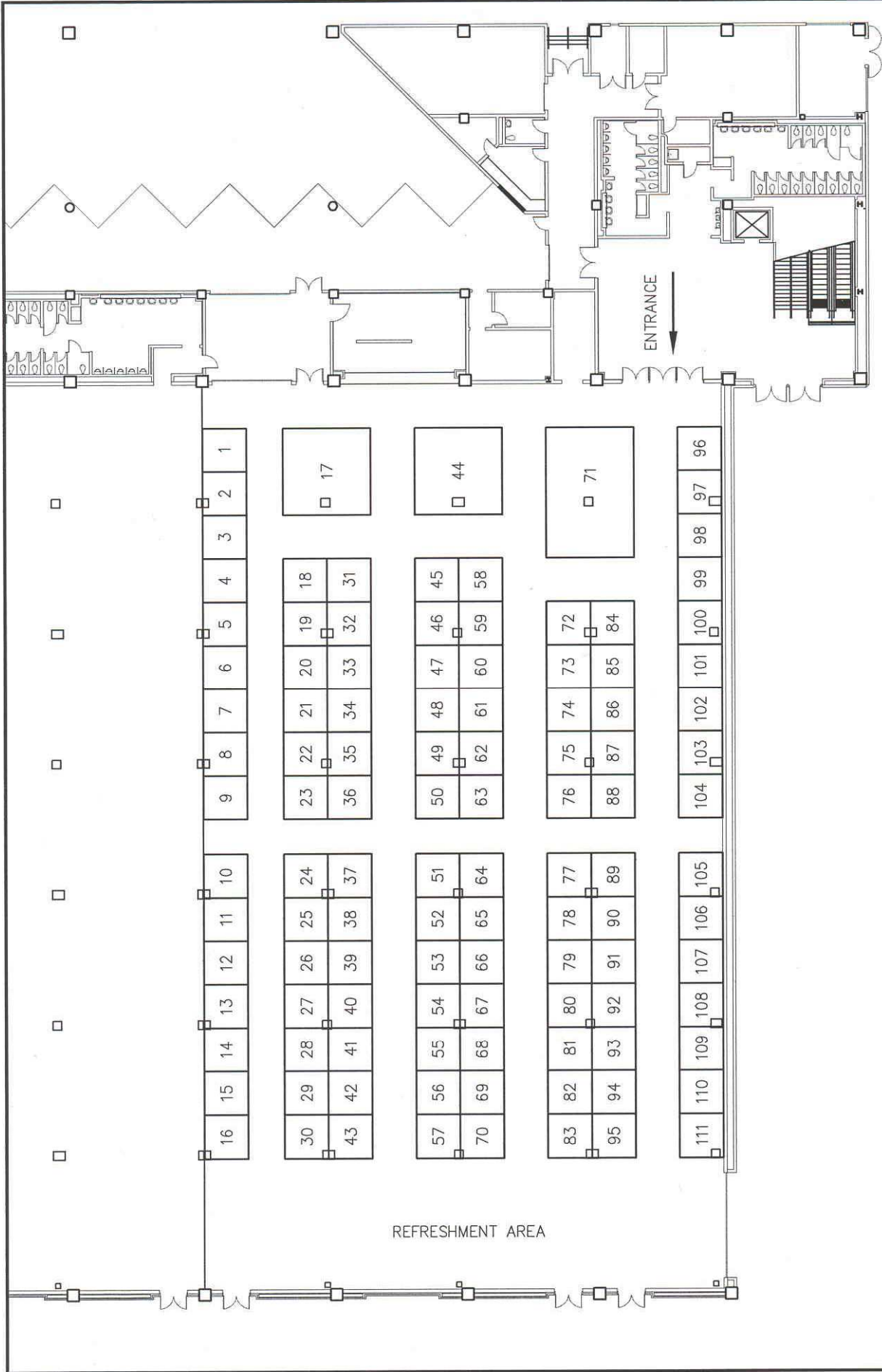
Printed Name and Position

Please sign and return this form with check payable to LACUE. LACUE Tax ID#: 72-1114738
 Mail to: LACUE Exhibit/Sponsor Coordinator, 8550 United Plaza Boulevard, Suite 1001, Baton Rouge, LA 70809
 For online credit card registrations, please go to www.lacue.org and click on the link to the Exhibitor Information. There is no additional fee for credit card registrations

Please indicate your preferred booth location(s) below:

Requested Booth(s) # _____	Number of Booths _____	Amount \$ _____
2 nd Preference Booth(s) #: _____	Additional Representatives _____ @ \$25/per person = \$ _____	
		Total Payment Due \$ _____

OFFICE USE ONLY: RECEIVED: _____ DATE PROCESSED: _____ CHECK #: _____ AMOUNT: _____



BATON ROUGE RIVER CENTER
EXHIBIT HALL 2

111 - 10'x10' BOOTHS
 □ ELECTRICAL FLOOR BOXES

GULF COAST
EVENT SERVICES

TRADE SHOW & CONVENTION CONTRACTOR

Baton Rouge River Center

DATE: June '05 JOB #: 0215 DWG: H SCALE: 1"=30' REV: 2