

Memo

To: Career/Technical Trade Show Vendors
From: Linda Bath, Executive Director, MS ACTE
Date: January 25, 2017
Re: Career and Technical Summer Conference Trade Show 2017

The Mississippi Association for Career and Technical Education will again sponsor the annual Summer Conference and Trade Show. Please consider this announcement your official invitation to attend and exhibit. The conference is scheduled for July 26-27, 2017, at the Jackson Convention Center located at 105 E. Pascagoula Street in Jackson, Mississippi. The Mississippi Department of Education will be partnering with us to host this annual conference. Because there will be will training done by the MDE, we are anticipating a minimum of 1,400 attendees.

Set-up time for the booths is 1:00 p.m. until 4:30 p.m. on July 25. The exhibit hall for vendors will be open July 26 from 8:00 a.m. until 4:30 p.m. and July 27 from 8:00 a.m. until noon. Please indicate how many representatives will be attending the show. We will provide lunch for your representatives.

We encourage all of our vendors to present during break-out training sessions on the afternoon of July 26 and during the day on July 27. In order to be considered as a presenter, you must submit your contract and call for presenters form by **February 28**. In order to be a presenter, you should visit https://www.surveymonkey.com/r/MSACTE2017_Call_for_Proposals to submit your presentation proposal. **The call for proposals will end at 5:00 p.m. on February 28, 2017.**

If you have any questions or concerns, please call me at the MS ACTE office. The phone/fax number is 601.857.5763. My email address is edofmsacte@aol.com. I look forward to hearing from you soon.

Enclosures