

Memo

To: Career/Technical Trade Show Vendors
From: Linda Bath, Executive Director, MS ACTE
Date: 1/15/15
Re: Career and Technical Summer Conference Trade Show 2015

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 29-31, 2015, 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 1,200 attendees.

Set-up time for the booths is 1:00 p.m. until 4:30 p.m. on July 28. The exhibit hall for vendors will be open July 29 from 8:00 a.m. until 7:00 p.m. and July 30 from 8:00 a.m. until noon. There will be a MS ACTE Reception held on July 29 from 5:30 p.m. until 7:00 p.m. in the Exhibit Hall area. This will give our attendees additional time to visit your booth.

Please indicate how many representatives will be attending the show. We will provide lunch on July 29 and 30 for all vendors.

We encourage all of our vendors to present during break-out training sessions on the afternoon of July 29 and during the day on July 30. In order to be considered as a presenter, you must submit your contract and call for presenters form by **February 13**. In order to be a presenter, you should visit <https://www.surveymonkey.com/s/MSACTE2015> to submit your presentation proposal. **The call for proposals will end at 5:00 p.m. on Friday, February 13, 2015.**

If you have any questions or concerns, please call me at the MS ACTE office. The phone / fax number is 601-857-5763. My e-mail address is edofmsacte@aol.com. I look forward to hearing from you soon.

Enclosures