

Memo

To: Career/Technical Trade Show Vendors
From: Linda Bath, Executive Director, MS ACTE
Date: 2/5/10
Re: Career and Technical Summer Conference Trade Show 2010

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 28-29, 2010, at the Vicksburg Convention Center, 1600 Mulberry Street, Vicksburg, Mississippi. Last year we had approximately 900 career/technical teachers, administrators, and counselors attending the conference. We hope to increase that number this year because most school districts are back on contract that week. MS ACTE has never hosted a conference in Vicksburg, so we hope this will also be a reason for people to attend.

The exhibit hall for vendors will be open July 28 from 1:00 p.m. until 4:30 p.m. and July 29 from 8:00 a.m. until 4:30 p.m. The Exhibit Hall will be located near the registration desk. The cost of booths is the same as last year: \$350 per booth without electricity or \$385 per booth if you need electrical service. Set-up for the Trade Show will be Wednesday, July 28, from 9:00 a.m. until 12:30 p.m. The exhibits will be arranged in a way to provide maximum exposure to conference participants for all exhibitors.

We plan to stagger the affiliate break-out sessions so there should be a constant flow of attendees in the Exhibit Hall. In addition, we are inviting vendors to participate in a "bingo" type door prize giveaway in which the attendees must visit each participating booth and get their card stamped in order to be eligible to win. If you wish to participate in this you will need to provide a door prize. Please indicate if you are participating on the contract form. We will provide lunch on July 29 for all vendors. You can pick your tickets up at conference headquarters when you set up your booth.

We encourage you to do break-out training sessions on the afternoon of July 29. Each affiliate president will be planning their session. If you wish to be a presenter, please submit your proposal along with your vendor contract to me no later than April 1 so the sessions can be planned.

A prospectus and exhibitor contract form is also enclosed. Exhibit space will be allocated on a first-come basis, so please respond quickly. Your support of career/technical education in Mississippi is greatly appreciated. We look forward to having your company represented at the 2010 MS ACTE Trade Show and Summer Conference.

You can go to the Convention Center's web site at www.vccmeet.com to view all the amenities the facility has. You can click on attending an event, then click on the hotel button to get a listing of all hotels in the area.

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