



Dear Exhibitors,

As the Connecticut Art Education Association's Conference Exhibitor Liaison, I am delighted to extend an invitation to you to exhibit at our annual fall conference, to be held on Saturday, **November 17, 2018** at the **Trumbull Marriott, Merritt Parkway, Trumbull, Connecticut**. We are excited to be moving to this new venue, which has a wonderful exhibition space with accessible, modern facilities. Many of you who have been with us in the past, know how eager Connecticut art teachers are to see you, to learn about your new products, programs and services, to assist them in making their budget decisions most effectively. This is an opportunity to see almost 300 Connecticut art educators, all in one place at one time! Last year, art teachers and administrators from across the state, visited more than twenty exhibiting companies, vendors, and organizations. In addition, several other vendors provided product information and door prizes.

Again, attendees will be provided a convention "passport" to encourage them to visit all exhibitors and talk with you about your products. We will also have our drawing of company/institution business cards to select one lucky exhibitor who will receive a **FREE 2019** conference table! Congratulations **to New Hampshire Art Institute**, which won an opportunity to exhibit at this year's conference for free!

CAEA's past experience with this annual event has proven to be well-received by our participants. We believe you will find your experience with accommodations, facilities and location will be a positive one. CAEA will provide tables in the exhibition area for your representatives, which will be open to teachers from 7:15 a.m. to 1:00 p.m. Set-up time is 6:15 a.m. to 7:15 a.m. (Registration for attendees will begin at 7:15.) I will provide you with more detailed information on shipping catalogues and materials, as well as the day's schedule, once you have registered. For now, please complete and return the registration form as soon as possible to save a place for your organization, so that we can include it on the "passport card." Donations for door prizes are appreciated, and may be forwarded to me at the address provided on the contract form, or can be collected on the day of the conference. You may register either online using the Google form, or by printing out the form below and returning it to me to the address provided. (Link to Google form is found in email message and on registration form below. **Space will be reserved when payment is received.**) Please respond by October 20 as space is limited. If you are unable to attend, but would like to provide brochures, merchandise, or catalogs to include with our participants' conference materials, please contact me.

Our exhibitor fee for this year's conference remains at **\$200**, which provides two 6-foot tables. If you would prefer less table space, please contact me for an adjusted rate. **Wireless internet is available at no charge in the exhibition area.** Please inform me if you will need access to a power outlet. Power strips will **be provided for a fee of \$25 – please reserve in advance on registration form.** (Hotel policy prohibits exhibitors from using their own electrical cords.) These fees will hold even if you are presenting a workshop – (If you would like more information about presenting workshops, please contact me or visit our website at: [www.caea.net](http://www.caea.net))

If you intend to stay overnight, please call the hotel directly at to make your own room reservations, at 203-3781400 and ask for the **CAEA conference rate. (\$109, single occupancy) by October 16, 2018 to receive conference rate.** You may contact me via e-mail at [caeavendors@gmail.com](mailto:caeavendors@gmail.com) if you have any further questions. Our hotel contact is Linda Klein, and can be reached at: (203) 378-1400 or by email at [linda.klein@marriott.com](mailto:linda.klein@marriott.com). I look forward to hearing from you and hope to meet you at the conference!

Sincerely,  
Joe Vernali, CAEA Exhibitor Liaison

Visit the CAEA website at [www.caea.net](http://www.caea.net) for more conference information.



For Office Use	
#/tables: _____	Elec: Y N
Fee: _____	Date Pd: _____
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Door Prize: _____	

**Registration and contract for Corporate Exhibitors**

**CAEA 2018 Annual Fall Conference  
Saturday, November 17, 2018**

**Trumbull Marriott, Merritt Parkway, Trumbull, Connecticut**  
 Mail copy of completed form with payment to: **Cindy Parsons, CAEA Conference**  
 1393 Andrews Street, Southington, CT 06489  
 or scan and email to: **caeavendors@gmail.com**

**If you opt to complete form online, tables will be reserved once payment is received:**  
[https://docs.google.com/forms/d/e/1FAIpQLSfPEt8kQnc2qGFDLeK-SI1A4ZSg0\\_cTIsLXWxcl6O43dKmG9g/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfPEt8kQnc2qGFDLeK-SI1A4ZSg0_cTIsLXWxcl6O43dKmG9g/viewform)

**Payment accepted via PAYPAL: (LINK TO PAYPAL) <https://paypal.me/CAEA>**  
**Please respond by October 20, as space is limited.**

**Questions? Contact Joe Vernali via email at: caeavendors@gmail.com**

Name/Company: \_\_\_\_\_ Web Site: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name & Email: \_\_\_\_\_

Name(s) & Email of Rep(s.) Attending: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

**Fee for corporate exhibitors: \$200;** Two 6' tables will be provided. If more or less space is desired, please contact me via email as soon as possible to arrange at reduced/additional fee. Tables will be reserved once payment is received.

**\_\_\_\_\_ Check if electrical outlet is desired (additional \$25) - must be reserved in advance; hotel/fire policy prohibits individual's use of their own power strips.)**

**Item(s) for the conference raffle \_\_\_\_\_ (Door prizes may be shipped to Cindy Parsons at the address above, by Nov. 1, or can be collected from you on the day of the conference.)** Items such as gift cards, gift passes, jewelry, art supplies, or merchandize are appreciated. Donor list is provided to attendees.

**Other comments/Information: \_\_\_\_\_**