



Dear Museum Educators,

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. And we will have a 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.

Museums are provided one 6-ft. table at **no charge**. Wireless internet is available also at no charge in the exhibition area. Please inform me if you will need access to a power outlet. **Power strips can be provided for a fee of \$25 – please reserve in advance using registration form below. (Hotel policy prohibits exhibitors from using their own electrical cords.)** If you would like more information about presenting workshops, please contact visit our website at: www.caea.net.

If you intend to stay overnight, please call the hotel directly at to make your own room reservations, at 203-378-1400 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 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. 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 for more conference information.



For Office Use
tbl: _____ Elec: Y N
Fee:none (Non-prof Ck# _____)
Date pd: _____
Door Pr: _____

Registration and contract for Museums and Non-Profit Institutions

CAEA 2018 Annual Fall Conference:

Saturday, November 17, 2018

Trumbull Marriott, Merritt Parkway, Trumbull, Connecticut

Mail copy of completed form 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, follow link:

https://docs.google.com/forms/d/e/1FAIpQLSeTG3XrQXqll5Yo06407PkmUO4mbqP_V2c_5iJffX4apCdkNg/viewform

Please respond by October 20, as space is limited.

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

Name of Museum/Institution: _____

Address: _____ Web Site: _____

Contact Name & Email: _____

Name(s) & Email of Rep(s.) Attending: _____

Phone: _____ Cell: _____ Fax: _____

There is no table fee for museums and non-profit exhibitors: One 6' table will be provided.

_____ Check if electrical outlet is desired (\$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 teacher education opportunities, museum passes, gift cards, art supplies, school/logo items, jewelry or merchandize are appreciated. Donor list will be provided to attendees.

Other comments: _____