



Dear Exhibitors,

As the Connecticut Art Education Association's conference exhibitor liaison, I am delighted to invite you to exhibit at our annual fall conference, **Thursday October 24, 2019** at the **Marriott Hotel, 15 Farm Springs Road, Farmington, Connecticut**. We are excited to be moving to this new venue, which has a wonderful exhibition space and modern facilities. Many of you who have been with us in the past know how eager Connecticut art teachers are to see you, learn about your new products, programs and services, and to assist them in making important budget decisions. This is an opportunity to see over 250 art educators at one time! Last year, art teachers and administrators from across the state, visited more than twenty exhibiting companies, organizations, and vendors. In addition, vendors provided samples, product demonstrations, and donated door prizes for the end of the day raffle.

Our 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 a drawing of exhibitor business cards and select one lucky exhibitor to receive a **FREE 2020** conference table! Congratulations to **Gel Press Products**, which won the 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 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 online at https://docs.google.com/forms/d/e/1FAIpQLSfIBVxOgtRqZuY28pa685pDGBdv_ezn4BDST6Xxbh7eg_Ze9g/viewform 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 10 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 **\$100**, which provides one 6-foot table. If you would prefer more 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 can **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)

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.** (\$159, single occupancy) by October 9, 2019 to receive conference rate. You may contact me via email at caeavendors@gmail.com if you have any further questions. Our hotel contact is Carol Kelley, Dir. of Sales, and can be reached at: 860.409.6610 or by email at Carol.Kelley@marriottfarmington.com. I look forward to hearing from you and hope to meet you at the conference!

Sincerely,
Joseph Vernali, CAEA Exhibitor Liaison

Visit the CAEA website at www.caea.net for more conference information.



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

Registration and contract for Higher Ed and non-Corporate Exhibitors

**CAEA 2019 Annual Fall Conference
Thursday, October 24, 2019**

**Farmington Marriott Hotel,
15 Farm Springs Road, Farmington, Connecticut 06032**
 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**
 Payment accepted via PAYPAL: (LINK TO PAYPAL) <https://paypal.me/CAEA>

If you opt to complete form online, tables will be reserved once payment is received:
https://docs.google.com/forms/d/e/1FAIpQLSfIBVxOgtRqZuY28pa685pDGBdv_ezn4BDST6Xxbh7eq_Ze9g/viewform

Please respond by October 10, 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 Higher Ed and non-Corporate exhibitors: \$100; One 6' table will be provided. If more 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.)

Please check one:

- Check will be sent to address above Payment will be made to PAYPAL

Item(s) for the conference raffle _____ (Door prizes may be shipped to Cindy Parsons at the address above, by Oct. 17, 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: _____