Dear Exhibitor,

You are invited to exhibit your company’s products and/or services at the **Literacy and Beyond Conference** to be held **October 2, 2015, at the University of West Georgia Education Center**. The first annual Literacy & Beyond Conference is indeed not your ordinary literacy conference. This one-day conference steps into the newest literacies, such as blogging and digital storytelling, and it examines literacy in the content areas - how it looks in the classroom, its purposes, and how it applies to our everyday world. We have exciting concurrent sessions planned, and Carolyn Waters, ELA Program Manager at the Georgia Department of Education will be our Keynote Speaker. During this event, you will have the opportunity to contact teachers, teacher educators, student teachers, instructional specialists, administrators and parents.

As a potential exhibitor at Literacy and Beyond, you will be pleased to know that:

- We have designed the schedule and the traffic patterns to offer our exhibitors time and opportunity to interact with attendees.
- All exhibitors will be listed in the conference program and each exhibitor’s website will be linked on the Literacy & Beyond website.
- You are a vital part of our conference, and we will encourage exhibit attendance with announcements throughout the day to remind attendees of the important role you play in making this conference possible.

We hope that you will join us at this new literacy event. Please review the information in the Literacy & Beyond Conference Exhibitors Fact Sheet. Remember that in order to be included in the conference program, your registration and payment must be received by August 15, 2015.
2015 Exhibitor Fact Sheet

CONFERENCE DATE: October 2, 2015

LOCATION: University of West Georgia Education Center

CONFERENCE SCHEDULE: The Conference Schedule is available for download on the Cherokee Rose Writing Project website (westga.edu/lat).

EXHIBIT SET-UP/TAKE-DOWN: Exhibitors may begin installation Thursday, October 1 at 5pm, or at 7am on Friday, October 2 in Education Center, Room 5. Move in must be complete and all shipping materials removed by 8am on Friday, October 2. Dismantling may begin at 5pm on October 2, and must be complete by 6pm. NOTE: Sales of products and services by exhibitors is not permitted. See Sales Policy below.

REGISTRATION PROCESS: Please register at UWG Continuing Education (westga.edu/conted). Payment may be made by cash, check, Visa or MasterCard. If paying by check, please make it payable to the University of West Georgia; space will not be assigned until checks have cleared. Registration forms AND payments must be received on or before August 15, 2015, in order for companies to be listed in the conference program.

COST TO EXHIBIT: The cost for each display space is $200.00. (A discounted rate of $150.00 is available to vendors who provide promotional items (cups, bags, etc.) to attendees (minimum of 100 items). The discounted rate must be approved by the Conference Manager, Shoney Brice at sbrice27@gmail.com. Each display space will include one table and two chairs. Wireless Internet access in the Exhibit Area will be available to every exhibitor at no cost. Your registration includes the conference registration and meals for one person.

BOOTH DESIGN: Displays should be confined to the limits of the exhibitor’s assigned space. Signs or banners may not be affixed, nailed, or otherwise attached to walls, doors, or the building. Audio-visual devices used are subject to the approval of the conference manager, but are allowed so long as they are operated in such a way as to avoid disturbance or interference with others.

LIABILITY, INSURANCE AND INDEMNIFICATION: The exhibitor assumes the entire responsibility and liability for loses, damages and claims arising out of injury to persons or damage to Exhibitor’s displays, equipment, or other property brought on the premises of the University of West Georgia and agrees to indemnify, defend and hold harmless the University of West Georgia, and its employees against all claims or expenses arising for such losses excluding any gross negligence of the University of West Georgia. The exhibitor understands that the University of West Georgia maintains insurance covering the exhibitor’s property.

SECURITY: Conference management will not provide security during the hours the exhibits are not open. Exhibitors are responsible for the contents of their exhibit booths.

SALES POLICY: All exhibitors agree to follow the Sales & Solicitation Policies as defined by the Board of Regents and the University. Policies can be downloaded from the Office of Auxiliary Services website (www.westga.edu/aux). Individuals or businesses wishing to sell or solicit the payment of funds for goods or services must contact the Office of Auxiliary Services at phone 678-839-6525.
Education Showcase 2015 Exhibitor Contract

Name of Company: ____________________________________________________________

Contact Person: _____________________________________________________________

Billing Address: _____________________________________________________________

City: ___________________________ State: ___________________________ Zip: __________

Email: __________________________________________________________

Telephone: __________________________________________________________

Fax: __________________________________________________________

Name of Person Attending Booth: _____________________________________________

Title: _____________________________________________________________________

Address: __________________________________________________________________

City: ___________________________ State: ___________________________ Zip: __________

Email: __________________________________________________________

Telephone: __________________________________________________________

Name of Additional Person ($25) Attending Booth: ______________________________

Title: _____________________________________________________________________

Address: __________________________________________________________________

City: ___________________________ State: ___________________________ Zip: __________

Email: __________________________________________________________

Telephone: __________________________________________________________

Total Fee: ( ) $200 for one attendee and exhibit space ( ) $225 for two attendees and exhibit space

By signing this contract, I agree to financially support the indicated exhibitor event at the guaranteed confirmed price of $200 (for one attendee) or $225 (for two attendees). I understand that exhibitor fees are non-refundable. My company agrees to abide by the rules and regulations on page 2.

Signature: ________________________________ Date: ________________________________

Please submit contract ASAP. Payment in full must be made by August 15, 2015. Make check payable to: The University of West Georgia. Mail completed application to: Erika McClain, University of West Georgia, Murphy Building Room 230, Carrollton, GA, 30118. Or to reserve your spot, fax a copy of your registration to 678-839-6610 or email emcclain@westga.edu.