



SWPRSC

Helping teachers improve student learning

Belinda Miller, Senior Administrative Assistant/Events Coordinator

Email: bkmill@swprsc.org

Northwest Kansas Reading Conference - Exhibitor Registration

October 13, 2008 @ Colby High School, Colby, Kansas

Contact Information: (please print or type)

Date Submitted: _____

Company Name: _____

Attending Representative(s): _____

Mailing Address: _____

City, State, Zip: _____ Email: _____

Office Phone: _____ Cell Phone: _____

Exhibit Space:

- One 8 foot table and 2 chairs \$150
- Two 8 foot tables and 2 chairs \$200
- Additional tables Quantity: _____ \$25 each
- Electrical Hook-up \$25

*The cost of the exhibit space includes lunch and refreshments.

Exhibit Description: (25 words or less please)

Exhibitors are strongly encouraged to bring items that teachers can purchase the day of the conference.

Check all that apply:

- Elementary
- Intermediate/Middle School
- High School

Conference Sponsorship:

- Items for each participant registration packets
- Door prize drawing item(s)
- Sponsorship of morning refreshments (minimum of \$500)
- Sponsorship of lunch (minimum of \$750)
- Sponsorship of afternoon refreshments (minimum of \$500)
- None of the above

P O Box 1010, 900 West Lark Avenue, Sublette, Kansas 67877
Ph: 620.675.2241 Toll Free: 800.728.1022 Fax: 620.675.8396
Home Page: <http://www.swprsc.org>

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Supplemental Information

Exhibit Registration:

- Reservation of exhibit space will be confirmed upon receipt of the registration form and payment of the appropriate fees.
- Exhibit space is limited to the first 10 applicants.
- Registration form and fee should be sent to SWPRSC, c/o Belinda Miller, P O Box 1010, Sublette, KS 67877. Fees are payable to Southwest Plains Regional Service Center.
- The registration fee is non-refundable after September 22, 2008.

Time Schedule:

- The exhibitor area will be available for set-up on Sunday, October 12, 2008, from 4:00 pm to 8:00 pm and on Monday, October 13, 2008 from 7:00 am to 8:00 am.
- We ask that you be available to conference attendees all day Monday from 8:00 am until 3:00 pm.
- The conference schedule will include designated time in the morning, at lunch, and in the afternoon for attendees to visit your display.

Lodging Options:

- Exhibitors are responsible for reserving and paying for their own lodging. Some options include:
 - Comfort Inn, 2225 S. Range Avenue, Colby, KS 67701; (785) 462-3833
 - Days Inn, 1925 S. Range Avenue, Colby, KS 67701; (785) 462-8691
 - Holiday Inn Express, 645 W. Willow, Colby, KS 67701; (785) 462-8787
 - Super 8 Motel, 1040 Zelfer, Colby, KS 67701; (785) 462-8248
 - Best Western Crown Motel, 2032 S. Range Avenue, Colby, KS 67701; (785) 462-3943

Break Out Presentations:

- Exhibitors are also encouraged to provide one or more break out sessions if they so choose.
- If you want to provide a break out session, you must also complete the required Call for Presenters form which can be obtained by contacting Belinda Miller at SWPRSC.
- The sessions can either be content-oriented or designed to increase awareness of a selected resource.
- “Sales pitch” type of presentations will be limited to the first 5 submittals.
 - The session description must include information making attendees aware of this “sales pitch” nature.

Questions:

Questions about any of the information related to the Exhibitor Registration can be directed to:

Belinda Miller, Events Coordinator

Southwest Plains Regional Service Center

P O Box 1010, Sublette, KS 67877

Phone: 620-675-8808 Fax: 620-675-8396

Email: bkmillier@swprsc.org