

TITLE I / FEDERAL PROGRAMS



THE OHIO ASSOCIATION OF ADMINISTRATORS OF STATE AND FEDERAL EDUCATIONS PROGRAMS

**Title I / Federal Programs
Spring Conference**

**March 21, 22 & 23, 2012
Hyatt Regency
Columbus, Ohio**

THE OHIO ASSOCIATION OF ADMINISTRATORS OF STATE AND FEDERAL EDUCATION PROGRAMS

c/o 1261 Gambier Road • Mt. Vernon, OH 43050
(740) 397-1116 or 330-317-1147
email: mary@reedwarehouses.com

Dear Exhibitor,

The Ohio Association of Administrators of State and Federal Educational Programs with the cooperation of the Office of Federal Programs of the Ohio Department of Education has scheduled the Spring Title I Conference for

March 21, 22 & 23, 2012

The planning committee met in June, 2011, and the exhibits will be OPEN as follows:

Setup: Wednesday, March 21 – 12:00 p.m. – 2:30 p.m.
Wednesday, March 21 – 3:00 p.m. – 6:30 p.m.
Thursday, March 22 – 7:30 a.m. – 5:30 p.m.

all spaces are filled on a first come/first serve basis.

We ask that you do not tear down until after 5:30 p.m. on Thursday, March 22. We were told that the exhibit halls will be open from 4:30 p.m. to 5:30 p.m. Dinner for attendees is not scheduled until 6:00 p.m. on Thursday, March 22.

This conference is an important one since almost all key Title I and other Federal Program Administrators from the state and local levels will be in attendance, as well as representatives of teachers and parents.

This will be the 27th year for exhibits and a sellout is expected.

Each space is 8 x 8 and a background drape and company sign as well as a covered (not skirted) 2' x 8' table and chair(s) will be provided. The Franklin, Delaware Rooms as well as hallways are all carpeted.

Over 1500 persons will be in attendance. This conference provides you with an excellent opportunity to demonstrate and exhibit appropriate materials and equipment as well as to establish contacts with key Title I persons for future reference.

You may ship your exhibit items directly to the Hyatt. Please make sure to indicate your name and company so the Hyatt will know to whom the boxes belong.

To make your hotel reservation, please use this link: <https://resweb.passkey.com/go/TitleOne2012>

Attached is the electrical form if electricity is required.

Another information sheet will follow at a future date with space confirmation.

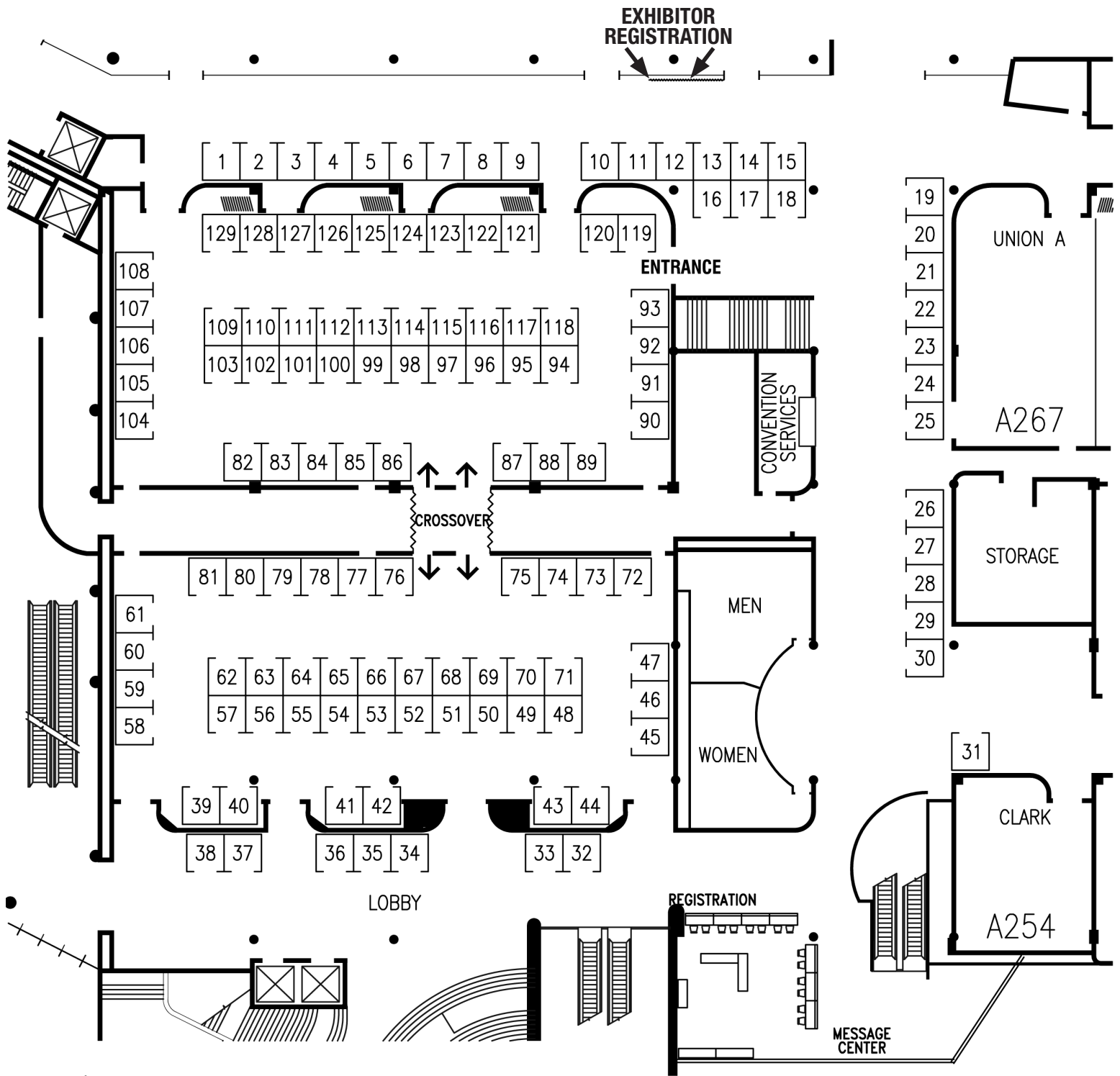
No exhibitor or vendor may sponsor a breakfast, or reception, or other event at the Hyatt during the agenda times and exhibit hours.

We urge you to send in your contract as soon as possible. We look forward to seeing you all in March.

Sincerely,

Mary Maraffa
Mary Bartel
(exhibit managers)

OAASFEP is soliciting companies who might be interested in sponsoring the Internet Café and/or the lanyards for the spring conference. If interested, please contact Bill Bogner at 440.324.3175 or billbognereds@gmail.com.



— SHOW HOURS —

WEDNESDAY, MARCH 21

EXHIBITOR MOVE-IN
12:00 P.M. – 2:30 P.M.

EXHIBITS OPEN
3:00 P.M. – 6:30 P.M.

THURSDAY, MARCH 22

EXHIBITS OPEN
7:30 A.M. – 5:30 P.M.

FRIDAY, MARCH 23

EXHIBITS WILL NOT BE OPEN

CONTRACT
Title I / Federal Program Spring Conference
 March 21, 22 & 23, 2012
 HYATT REGENCY – COLUMBUS, OHIO

COMPANY NAME: _____
 CONTACT NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 PHONE: _____
 DATE: _____
 SIGNATURE: _____
 EMAIL: _____

CONFIRMED SPACE: _____
 (filled out by OAASFEP STAFF)

() **INSIDE SPACES (Franklin & Delaware rooms)
 & OUTSIDE SPACES (hallways)**

Qty	Total
_____ first 2 spaces at \$375 ea.	\$ _____
_____ number of add'l spaces at \$350 ea.	\$ _____

COMPLETE THE BLOCK BELOW IF MAILINGS SHOULD BE SENT TO ANOTHER ADDRESS DIFFERENT THAN ABOVE

COMPANY NAME: _____
 CONTACT NAME: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 PHONE: _____

Make checks payable to:
 Ohio Title 1 Federal Programs
 (No credit cards accepted)

Mail payment to:
 OHIO TITLE 1 FEDERAL PROGRAM
 1261 Gambier Rd.
 Mt. Vernon, OH 43050

Mary Maraffa - 740-397-1116
 Mary_Bartel@hotmail.com
 Fax 330-262-0705

We will exhibit the following:

Tax ID# 31-109-6205

FOR OFFICE USE ONLY

Space Rental \$ _____

Date: _____ Check # _____ Amount: _____

Balance Due: _____

Date: _____ Check # _____ Amount: _____

Balance Due: _____

Date: _____ Check # _____ Amount: _____

Paid in Full: _____

The undersigned agrees to abide by Rules & Regulations of the Exhibit as set forth here and in the Exhibitor Service Kit issued in advance of the conference. Acceptance of this contract binds us to the payment as set above. All balances must be paid by March 1, 2012. No contract may be cancelled after March 15, 2012 and no refunds will be made after that date. Management reserves the right to reassign space(s) not completely paid by March 1, 2012.

In the event of a cancellation of the conference due to fire, strikes, act of God or any other cause beyond our control, a refund shall be made after consideration of expenditures and commitments already made.

The undersigned agrees to indemnify and hold harmless the conference, sponsors, exhibit facilities, or any officer or member of these organizations or their subcontractors for any loss, damage, or injury sustained by an exhibitor or any other person caused by fire, theft, water, or accidents of any kind.

Soliciting of trade must be confined to/and within your own space.

The OAASFEP, by permitting exhibits at this conference does not endorse or recommend any company or product.