



To: Conference Exhibitors
From: William Michael, Conference Director
Date: May 2010
Subject: 58th Annual TEAP Conference November 4 & 5, 2010

It's that time again! Time to invite your organization to exhibit at this our **58th Annual Technology Education Association of Pennsylvania Conference**. We are holding booth rates to the same amount as our previous past two years. To insure last years rate please make your reservations prior to July 16. Booth price before July 16th, \$375.00, after July 16th, \$400.00 so please reserve your booth space(s) and avoid the higher fees. Please contact me by email if you have any questions

For those exhibitors returning I have reserved the same booth(s) and will hold that reservation until July 16, 2010. Your completed form is all it takes to keep the same booth(s). Please remember that each year new vendors join us and they always want some of the more select spaces or may even necessitate the development of a new exhibit floor configuration. I cannot guarantee you the same booth(s) without your positive response by July 16th. For new exhibitors to the Pennsylvania Conference, please complete the enclosed forms and I will either assign booth space or contact you on available spaces.

Parking is plentiful and free at the conference center. Each booth includes draping, skirted table, chairs, 110 volt electrical service and a sign. Additional tables are available at \$25.00 each. Exhibitors may ship their display through our decorator or just pull up out front, unload and set up. Instructions for shipping exhibit materials through Penn State Exposition Services and reservation forms for hotel rooms at the Radisson will be mailed to you in early September. The Radisson **cannot** accept materials for exhibit at the conference. Booth set up begins at 8:00 a.m. on Thursday the 4th. The exhibit hall is scheduled to open at 12:00 on Thursday and continue through Friday 3:00 p.m.

If you are interested in a special intrest session the **Workshop Presenter Application** is available as an on-line form at <http://www.teap-online.org/conf/present.htm>
I encourage all vendors to participate as a presenter. The ability to demonstrate your products, offer teachers suggested activities and show the connection of your product to State and National Standards is alway benifical to both teachers and vendors.

We are again planning to send out a pre-conference mailing to all members in early August. The pre-conference flyer has been a very effective way to inform teachers as to what vendors will be attending and to see what presentations may be of interest to them. It is in your best interest to be listed in this pre-conference flyer.

This conference is primarily intended for those individuals who are associated with Technology Education Programs. I look forward to hearing from you and hope that you will join us for our 58th Annual TEAP Conference. If you desire additional information on the conference and/or participants please feel free to contact me at michaewm@npenn.org