

**99<sup>TH</sup> ANNUAL TRUANCY AND DROPOUT, PREVENTION CONFERENCE**  
**EXHIBIT TABLES**  
**October 25-29, 2009**  
**Queen & Crescent Hotel**  
**Pan American Life Conference & Media Center**  
**New Orleans, Louisiana**

**EXHIBIT INSTRUCTIONS—WHAT YOU’LL NEED TO KNOW**

**Booth Prices**

8’ EXHIBIT TABLE--\$100 per day

**Exhibit Hours**

Opening: Sunday, October 25, 2009

Monday, October 26, 2009—8:00 a.m. – 4:00 p.m.

Tuesday, October 27, 2009—8:00 a.m. – 4:00 p.m.

Wednesday, October 28, 2009—8:00 a.m. – 3:30 p.m.

**Exhibit Facilities**

The Pan-American Life Conference Center offers outstanding twenty-first century conference facilities in the heart of New Orleans. It is a multi-purpose facility just four blocks from the historic French Quarter. There will be a centralized registration area, auditorium, and meeting rooms to ensure maximum traffic for exhibits. Exhibits will be located on the 11<sup>th</sup> floor hallways by the auditorium.

**Eligibility to Exhibit**

The IATDP Conference is designed to be a showcase of information, ideas, products, and services for our members and attendees. To fulfill this goal, we review all exhibit applications for eligibility based on the following criteria:

1. The items to be exhibited relate to the purposes of IATDP and are consistent and compatible with IATDP values.
2. The exhibit relates to the purposes of the conference, the theme, and topics of the various sessions.
3. The application lists specific materials and products to be displayed.

**Exhibit Table Setup and Dismantling Schedule**

**Exhibit Set-Up:**

Sunday, October 25, 2009— 1:00 p.m. – 6:00 p.m.

Monday – Wednesday, October 26-28, 2009 — 6:00 a.m. – 8:00 a.m. each day

**Exhibit Removal:**

Monday – Wednesday, October 26-28, 2009 -- 3:30 p.m.— 6:00 p.m. each day

## **Exhibitor Registration and Housing**

Official housing information will be mailed to exhibitors after space is assigned. Two complimentary exhibitor registrations will be given for each exhibit table rented. Additional representatives must each pay a registration fee of \$50 each. Individuals (including authors, consultants, colleagues, friends, relatives, etc.) who may be associated with the company, but who are not working in the booth, must pay the regular conference registration fees.

## **Booth Features and Restrictions**

Management will provide each table with skirting and tablecloth toppings for the exhibit tables. A company identification sign may be hung from the table. Chairs and electrical needs will be provided as needed.

## **Application for Space**

Application for exhibit table space must be made on the application and exhibit contract. Return the application to Keith LeLeux, IATDP exhibits' coordinator, Calcasieu Parish School Board, 2423 6<sup>th</sup> Street, Lake Charles, LA 70601. Payment is due with application and exhibit booth contract by September 1, 2009. Any applications received after that date will be reviewed for availability of space.

## **Sales on the Exhibit Floor**

Exhibitors are permitted to sell merchandise in the exhibit area. All exhibitors must indicate on the application whether or not merchandise will be sold and must obtain the appropriate license/permit as required by law.

## **Liability**

Neither the IADTP, nor the Pan-American Life Conference & Media Center, nor the employees, officers, agents, directors, or representatives are liable for any damages or loss that may occur to the exhibitor or to the exhibitor's employees or property from any cause whatsoever. Insurance and liability are the full and sole responsibility of the exhibitor. The exhibitor, on signing this contract, agrees to indemnify and hold forever harmless the aforementioned for any and all liability and expense for personal injury, accident, or property damage from fire, theft, destructive causes, or loss arising out of, in, at, or in connection with the exhibitor's display.

## **Security**

Exhibit management will provide necessary security during hours the exhibit area is closed. Exhibitors, however, are solely responsible for their own exhibit materials and should insure the exhibit from loss or damage from theft, accident, vandalism, fire, or other causes. All property of an exhibitor is understood to remain in the exhibitor's care, custody, and control in transit to, from, or within the confines of the Exhibit Hall.

## **Cancellation**

All cancellations must be made in writing to the Exhibits Manager. If notification is received on or before September 1, 2009, all monies, less a \$100 administrative fee for an 8' booth, will be refunded. Cancellations received after August 1, 2004, obligates the exhibitor to full payment of the rental and forfeiture of all monies paid. No refunds will be made after this date. Failure to occupy booth space does not release the exhibitor from the obligation to pay for full cost of the rental. If booth space is not occupied by 8:00 a.m., Monday, October 26, 2009, the exhibit management will have the right to use such space as it sees fit to eliminate empty spaces in the Exhibit Hall.

## **Need More Information?**

**Contact:** Keith LeLeux, Calcasieu Parish School Board, 2423 6<sup>th</sup> St., Lake Charles, LA 70601  
Telephone: (337) 217-4230 Fax: (337) 437-6105 E-mail: [Keith.leleux@cpsb.org](mailto:Keith.leleux@cpsb.org)