

REGION VII HEAD START ASSOCIATION

The Region VII Head Start Association promotes and supports the effectiveness of Head Start Associations and members to ensure quality services for children and families.



2010 Exhibitor/Vendor

Application and Agreement Information

The Region VII Head Start Association is proud to announce the upcoming R7HSA Leadership Conference: “**Demonstrating Excellence through Performance-Based Leadership**” which will be held at the Hyatt Regency Hotel in Kansas City, MO May 25 - 27, 2010. Exhibitors and Vendors are an important part of our annual conference. We invite your company or organization to send in an application for the 2010 event. The R7HSA conference brochure, as well as the event itself, offers great opportunities to advertise your company’s name, products and services to the more than 500 Head Start staff, parents and administration from our four-state region which includes Iowa, Kansas, Missouri and Nebraska. Please carefully read the following information and note all times for submitting an application and exhibit fee, as well as cancellation guidelines.

- *Exhibitor application due: March 10th, 2010*
- *Exhibit fee: \$375.00*
- *Additional tables: \$200.00 each*
- *Fee payment due: April 10th, 2010*

Return application and fees to:
Region VII Head Start Association
122 Teton Ridge
Lake Winnebago, MO 64034

Exhibit rules and regulations are as follows:

Exhibitors/Vendors *may move* as early as 8:00 am on Tuesday, May 25th. Conference Registration begins at 10:00 am with light participant traffic beginning and continuing throughout the day. The plenary session begins at 1:00 pm. Exhibitors may determine opening time and should however remain until 5:00 pm Tuesday, May 25 and from 8:00 am – 5:00 pm on Wednesday, May 26th.

Tear down and removal of all supplies, materials, and equipment from the facility must be completed by 7:00 pm Wednesday, May 26 but not before 5:00 pm of that day. (*Requests to remain through May 27th should be sent to the R7HSA Office*).

Exhibitors must provide proof of liability insurance (if available). This information should be enclosed with your application.

Electrical Service is available from the hotel. Please contact the hotel directly to arrange for electrical service.

Exhibitor Selection

Confirmation packets will be sent directly to exhibitors and/or vendors regarding their selection or non-selection for this event on or before March 15th.

Exhibit Space

Each exhibit space will consist of a six foot, skirted table with covering, two chairs and a trash can. Exhibitor/vendor may display their company sign. (Hotel policy prohibits individuals to display signs on hotel walls).

Additional Conference Opportunities

Region VII Head Start Association is seeking sponsorship for special events during the 2010 conference. R7HSA is planning event and reception opportunities for conference participants. Your company will receive special recognition and increased exposure as an event and/or reception sponsor.

Conference brochure advertisements can be purchased for quarter page, half page and full page ads. In order to take advantage of this conference opportunity, your application and ad copy must be received by April 10th, 2010. Full payment for conference advertisements must accompany the application. NOTE: All ads will be printed in black & white unless full-page, color is specified. Please submit camera-ready copy with your application. Exact location or placement of ad cannot be guaranteed, however, your company will be pleased with the exposure generated through the conference brochure.

The Conference Committee welcomes door prizes for this event. Please indicate on the enclosed application form if your company will be contributing a door prize(s). Companies who donate prizes will be mentioned at the closing session of the conference.

Conference Attendance/Meal Function

Exhibitors and vendors may participate in the conference event at regular registration costs. Please see application form for registration costs and deadlines. R7HSA welcomes our exhibitors to attend the closing session. All exhibitors attending the closing session will be introduced to conference participants. The registration fee for this closing session is \$45.00 and includes a plated meal.

Application Form

Please complete the application form and return with the required documents to the conference contact by: March 10, 2010. Applications received after the submission date will not have opportunity for conference brochure advertising and will be accepted on a space available basis.

Questions? Contact us at

Region VII Head Start Association
Donna Veatch, Executive Director
122 Teton Ridge Drive
Lake Winnebago, MO 64034
Phone: 816-537-7801
Fax: 816-537-7802
email: R7HSA@comcast.net

Cancellation Policy:

Should there be a cancellation of the CONFERENCE for any reason by the Professional Development Committee and the Region VII Head Start Association, at any time prior to the Conference, all exhibit fees will be refunded to the exhibitor.

Should there be a cancellation by the EXHIBITOR for any reason prior to **April 20th**; the exhibit fee will be refunded less a fifty dollar (\$50.00) administration fee. Reimbursement payment will be made following the closure of the conference event. Registration fees will not be refunded to the Exhibitor if cancellations occur after April 30th, for any reason. Cancellation requests must be received in writing. Faxes will be accepted.

Exhibitor Application - 2010 R7HSA Annual Leadership Conference

(Submission Deadline: March 10, 2010)



Organization/Business Name _____

Address _____ City/State/Zip _____

Phone _____ Fax _____

Email _____

Name of Organization/Business Contact _____

Name of On-Site Representative (for name badge purposes) _____

Brief description of materials/service to be displayed

Do you intend to donate door prizes? If so, provide description and quantity

Sign wording/specifications (each booth will have a white board sign printed with block letters to the exhibitor's specifications)

Would you like to sponsor an event or give away during the conference? Please indicate your choices below

- Reception \$ _____
 Break Function \$ _____
 Conference Tokens \$ _____
 Conference Bags \$ _____
 Beverage Station at Registration Booth \$ _____
 Cash contribution to be used in support of the conference event \$ _____

Exhibit Fee (required)	<input type="checkbox"/> \$375.00 For-Profit <input type="checkbox"/> \$175.00 Non-Profit	<input type="checkbox"/> ¼ page ad – black & white <input type="checkbox"/> \$75.00
Additional Table	<input type="checkbox"/> \$200.00	<input type="checkbox"/> ½ page ad– black & white <input type="checkbox"/> \$150.00
Full page ad - color	<input type="checkbox"/> \$350.00	<input type="checkbox"/> Full page ad – black & white <input type="checkbox"/> \$250.00

Full payment must accompany this form.
 Make checks payable to Region VII Head Start Association

Return application and fees to:

*Region VII Head Start Association
 122 Teton Ridge*

Total fee enclosed \$ _____
 (Payment Deadline: April 10th, 2010)

*Lake Winnebago, MO 64034
 Phone: 816-537-7801
 Fax: 816-537-7802
 Email: R7HSA@comcast.net*

Method of Payment (must accompany this application)

- Check Enclosed # _____
 Purchase Order # _____

FOR OFFICE USE ONLY			
Date ____/____/____	Amount \$ _____	Check _____	PO# _____