



ASSOCIATION OF SCHOOL BUSINESS OFFICIALS OF SOUTH DAKOTA

February 1, 2017

Dear Sir or Madam:

The South Dakota Association of School Business Officials (SDASBO) will be holding its Spring Conference at the Ramkota Inn, 920 South Sioux Street, in Pierre, SD on April 26 -27, 2017.

On behalf of the SDASBO Board of Directors, I would like to extend an invitation to your company to exhibit your product or service at the conference. Because there are a limited number of exhibit areas available, they will be allocated on a first come, first serve basis. In order to guarantee an exhibit space, please return the enclosed registration form and your payment as soon as possible, but **no later than Wednesday, March 15, 2017.** The fee for an exhibit space is **\$250.00. This price includes the Wednesday noon luncheon and the Wednesday night banquet meal. An additional exhibit space can be rented for \$200.00.** Please make checks payable to SDASBO. You will receive a vendor placement confirmation letter to allow time for you to make any necessary lodging arrangements.

The exhibit area will be available for **set up on Tuesday, April 25, 2017 from 6:00 p.m. to 10:00 p.m.** We ask that you make arrangements to set up your booth at this time. Your vendor exhibitor packet will be placed at your booth site. Exhibits should be removed after 4:00 p.m., on Wednesday afternoon April 26th.

We have tried to provide ample time for our membership to visit the exhibition area starting with our pre-conference reception in the vendor area on Tuesday evening and then a continental breakfast in the Exhibit Hall on Wednesday morning at 7:30 a.m. with other times throughout the day.

We would like to invite you to attend the Tuesday evening pre-conference reception, the Wednesday noon luncheon, and the Wednesday evening banquet with our membership. These events are wonderful networking opportunities. If you would like to attend, **please indicate on the registration form how many from your company will be attending each meal** so that we can adequately plan in advance for these events.

If you will be awarding a door prize, please complete the enclosed door prize registration card and turn it in at the Registration Table upon your arrival at the conference. I will be coming around during the later afternoon to collect your door prizes and any instructions that you have with them. All door prizes will be awarded at the Wednesday evening banquet festivities.

If you have any questions, please call me at (605) 337-3391 or send an email to kathy.a.holter@k12.sd.us. Thank you for helping us to make the SDASBO Spring Conference a success.

Sincerely,

Kathleen A. Holter

Kathy Holter
Platte-Geddes School District #11-5
Vice President, SDASBO
400 Illinois Avenue
P.O. Box 140
Platte, SD 57369

Enclosures: Vendor Registration Form
Notes to Exhibitors
Door Prize Registration Card

EXHIBIT REGISTRATION FORM

SDASBO Spring Conference

April 26-27, 2017

Ramkota Inn

Pierre, SD

PLEASE RETURN NO LATER THAN MARCH 15, 2017

MAKE CHECK PAYABLE TO:

SDASBO

RETURN CHECK AND REGISTRATION FORM TO:

Kathy Holter
Platte-Geddes School District #11-5
P.O. Box 140, Platte, SD 57369
PHONE: 605-337-3391
Email: kathy.a.holter@k12.sd.us

FIRM NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL: _____

REPRESENTATIVES _____

NUMBER OF EXHIBIT AREAS DESIRED _____ 1ST EXHIBIT AREA - \$250; 2ND EXHIBIT AREA - \$200

TOTAL RENTAL FEE PAID \$ _____

THE \$250 EXHIBIT AREA FEE INCLUDES THE LUNCHEON AND BANQUET MEALS. PLEASE INDICATE THE NUMBER FROM YOUR COMPANY THAT WILL BE ATTENDING THESE MEALS:

LUNCHEON APRIL 26TH NUMBER ATTENDING _____

BANQUET APRIL 26TH NUMBER ATTENDING _____

NUMBER OF ELECTRICAL OUTLETS NEEDED: _____

I HAVE READ AND WILL OBSERVE THE RULES AND REGULATIONS FOR THE EXHIBIT AS SHOWN ON THE ATTACHED PAGE OF THIS FORM. I AM RETURNING THIS AGREEMENT WITH MY SIGNATURE AND CHECK FOR THE RENTED AREA(S). THE SDASBO VICE-PRESIDENT WILL SEND A CONFIRMATION LETTER TO ME.

The SDASBO Vice-President will fill out this portion

Confirmed: _____

Date Received in Office _____

Amount Paid: _____

SIGNED: _____

TITLE: _____

DATE: _____

NOTES TO EXHIBITORS

SDASBO Spring Conference

April 26-27, 2017

Ramkota Inn, Pierre, SD

1. DIRECT CONTACT with business managers and other conference registrants will be afforded all exhibitors.
2. ALL EXHIBIT AREAS will be approximately 8 feet by 10 feet. Each area will include a 6-foot by 30 inch table, without skirting, and two (2) chairs. Other equipment or arrangements may be available. Special requests may involve additional fees.
3. SETTING UP EXHIBITS may begin Tuesday, April 25, 2017 from 6:00 p.m. to 10:00 p.m. Exhibits must be set up prior to 7:30 a.m. on Wednesday, April 26, 2017.
4. EXHIBIT TIMES will start at 7:30 a.m. with scheduled times throughout the day, ending at 4:00 p.m.
5. REMOVAL OF EXHIBITS shall not commence until after 4:00 p.m. on Wednesday, April 26, 2017. All exhibits shall be removed by 5:30 p.m. on Wednesday, April 26, 2017.
6. SPECIAL EQUIPMENT AND LIGHTING FOR DISPLAYS IS THE RESPONSIBILITY OF THE EXHIBITOR. Lighting in the exhibit area is ample for all ordinary purposes. Please let us know if you need access to electrical outlets. Temporary wiring must be kept out of the way of the main traffic areas. PLEASE SUPPLY ELECTRICAL EXTENSION CORDS.
7. DECORATIONS MUST BE FIRE RESISTANT by order of the State Fire Marshall. No LP or flammable liquids may be used in the exhibit.
8. SUBLETTING OR DIVIDING exhibit space is not allowed except by permission of the SDASBO Vice-President. Distribution of materials and displays must be limited to the area rented.
9. MARRING, TACKING, OR DEFACING the wall is not permissible.
10. EXITS MUST BE KEPT CLEAR AT ALL TIMES.
11. THE SDASBO RESERVES THE RIGHT to restrict exhibits which may be considered objectionable. This includes persons, things, conduct, printed matter or anything not in keeping with the educational character of the exhibits.
12. THE COST OF AREA RENTAL WILL BE \$250.00 for the FIRST AREA and \$200.00 for the SECOND AREA, if needed. Firms may rent a maximum of two areas. THE REGISTRATION FORM AND PAYMENT MUST BE RETURNED BY **March 15, 2017**.
13. EXHIBITORS WISHING TO OFFER A DOOR PRIZE MAY DO SO. Please notify Kathy Holter, SDASBO Vice-President, of your intent and a description of the prize prior to the conference.
14. MEALS – LUNCHEON and BANQUET - Please indicate on your registration form the number of people attending from your company for each event.

**SOUTH DAKOTA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
2017 SPRING CONFERENCE
EXHIBITOR PRIZE REGISTRATION**

VENDOR NAME: _____

CONTACT: _____

ADDRESS: _____

DOOR PRIZE TO BE GIVEN: _____

SPECIAL INSTRUCTIONS: _____

*Door prizes will be picked up by Kathy Holter on Wednesday afternoon.
Thank You for Exhibiting at This Year's Spring SDASBO Conference!!*