



ASSOCIATION OF SCHOOL BUSINESS OFFICIALS OF SOUTH DAKOTA

February 6, 2019

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, Pierre, SD on April 23 -25, 2019.

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 use the link below and create your online cart and submit payment online as soon as possible, but no later than Friday, March 1, 2019. The fee for an exhibit space is \$300.00, this price includes the Wednesday noon luncheon and the Wednesday night banquet meals.** Due to the increased number of booth requests, we will not be offering the option for a second booth space at this time.

The exhibit area will be available for **set up on Tuesday, April 23, 2019 from 6:00 p.m. to 10:00 p.m.** We ask that you make arrangements to set up your booth at this time. Exhibits should be removed **after 3:00 p.m., on Wednesday afternoon April 24th.**

We have tried to provide ample time for our membership to visit the exhibition area and networking opportunities during the conference and we invite you to join our members for the following events.

April 23	7:00 pm – Social in the Ramkota courtyard (near the pool)
April 24	7:15 am – Breakfast in the vendor area
	12:00 pm – Noon luncheon in the vendor area
	6:00 pm – Social in the banquet room
	7:00 pm – Banquet and entertainment

If you will be awarding a door prize, one of our executive board members be coming around during the later afternoon to collect your door prize and any instructions that you have. All door prizes will be awarded during the Wednesday evening social.

Registration: Use the following link to create your online cart and complete your financial transaction with SDASBO using a credit card by Friday, March 1, 2019.

<https://squareup.com/store/sdasbo>

If you have any questions, please contact either of us. Thank you for helping us to make the SDASBO Spring Conference a success.

Sincerely,

Jared Olson

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