

Possibilities

Western New England College, Springfield, MA
June 4-5th, 2009

Dear Potential Exhibitor:

You are cordially invited to exhibit your organization's materials at the POSSIBILITIES conference to be held on the campus of Western New England College on June 4 and 5th, 2009.

Possibilities is a national conference presented in recognition of National Missing Children's Month designed to offer quality training and information on topics and model programs of interest to leaders in the health and safety of our nation's children.

Exhibitors are encouraged to interact with participants, both formally in the exhibition area as well as at meals and other conference events, if they so desire. We hope you will want to be included in this special occasion.

Exhibitor hours are 7:30 a.m. -5:30 p.m. on Thursday June 4 and 7:30 a.m. -3:30 p.m. Friday, June 5. Conference exhibitors will receive a copy of the Conference Program and may supply a flyer or brochure for inclusion in participants' conference materials.

2009 conference rates for exhibitors are as follows:

Exhibitors Booth Fee: \$350

Non profit: \$150

This will include booth space at the Possibilities Conference Exhibitors Area in the Campus Center Mall Area. One 8' skirted table is included with 2 chairs. Electricity and wireless internet services are available at no charge. (Additional Booth Space is available at \$150 per table). Continental breakfast and lunch will be included with your registration fee. Tickets to the radKIDS dinner banquet on Thursday evening, June 4 are available at \$50/ person)

Online registration and local hotel accommodation information can be accessed at www.onechildatime.net. If you have any questions, please do not hesitate to call the office at (413) 796-2324.

Sincerely,
Judy Curran
Conference Coordinator

Enclosures

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Guidelines for Exhibitors

- Each exhibitor will be provided with a 8' x 2.5' table on which they can display their material and 2 chairs. Each table will be covered and skirted.
- Electricity and wireless internet service will be available.
- The exhibiting time will be on Thursday, June 4th between 7:30 a.m. and 5:30 p.m. and again on Friday, June 5th between 7:30 a.m. and 3:30 p.m.
- Two members of the exhibiting organization will be admitted to the exhibition hall (Campus Center Mall Area) and are welcome to partake in Continental Breakfast and lunch both days. (Tickets to the radKIDS dinner banquet can be purchased for \$50/ person).
- The name of the exhibiting organization will be printed in the conference program and listed on the website.
- Exhibitors can set up between 12:00 Noon – 4:30 p.m. in Campus Center on Wednesday, June 3rd or on Friday morning, June 5th, starting at 7:00 a.m. (Please see map for location and directions located at www.onechildatime.net).
- Specific needs not addressed here can be discussed with Judy Curran, Conference Coordinator, Western New England College (413) 796-2324.

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EXHIBITOR REGISTRATION FORM

1. EXHIBITOR INFORMATION

Name of Organization (as you wish it to appear in conference materials)

Mailing Address

Primary Contact Person

Professional Title

Daytime Phone Fax Number Email Address

Classification

Business Non-Profit Individual

Other: (Please Specify) _____

2. EXHIBITOR BOOTH SERVICES

Basic Exhibitor Booth: \$350 Additional Booth Space: \$150 Non profit: \$150

Includes:

_(1) 8' x 2.5' Skirted Table

_(2) Chairs

_Electricity and wireless internet service

_(1) Exhibitor ID Sign

_Continental Breakfast and lunch provided both days

(Tickets to the radKIDS dinner banquet are an additional cost of \$50.00)

3. PAYMENT

Payment by Check or Money Order:

MAKE CHECKS or MONEY ORDERS PAYABLE TO: Western New England College:

Payment by Credit Card: ___ VISA ___ MasterCard ___ AmEx (Check One)

Card Number: _____ Expires: _____

Signature (required)

4. SEND PAYMENT and this completed Exhibitor Registration form by May 1, 2009 to:

Judy Curran, Conference Coordinator

Western New England College

1215 Wilbraham Road

Springfield, MA 01119

Phone: (413) 796-2324 FAX: (413) 796-2007

Email: jcurran@wnec.edu

Website: www.onechildatime.net