

January 6, 2020

Ken Newsom, Vendor Contact

**LASAFAP Vendor Committee**

411 Foster Street

Rayville, LA 71269

(318) 728-5964 ext. 278

**RE: 2020 LASAFAP Spring Conference**

The 2020 Spring LASAFAP Conference will be held at The Hilton Shreveport Convention Center Hotel at 104 Market Street, Shreveport, LA 71101. Phone: (318) 698-0900.

We look forward to having you as a vendor at our conference.

The **LASAFAP** conference will be held Monday, March 2 – Wednesday, March 4, 2020. The registration fee will be \$500 per exhibit booth. Enclosed with this letter of introduction is a **2020 LASAFAP SPRING CONFERENCE VENDOR REGISTRATION FORM**. All pertinent information necessary to reserve a space for exhibiting your company's product can be found on the vendor registration form. If you have any questions about vendor registration, please contact me at (318) 728-5964 ext. 278 or via email at [knewsom@richland.k12.la.us](mailto:knewsom@richland.k12.la.us)

Vendors will receive two (2) luncheon tickets for the Vendor Luncheon on Monday, March 2, 2020, and two (2) tickets to the LASAFAP Member Luncheon on Tuesday, March 3, 2020. Additional tickets for both events can be purchased at \$35.00 each. Participating vendors will be allowed to set up on Monday, March 2, 2020, from 8:00 – 11:00 A.M. to be ready for display at 11:00 A.M. The exhibit should be disassembled by 5:00 p.m. on Tuesday, March 3, 2020. Security will be provided from Monday evening until Tuesday morning at 8:00 A.M. Persons or companies wishing to exhibit or sponsor should complete a Vendor Registration Form.

Vendor spaces will be reserved once the completed vendor registration form has been received. The preferred method of payment is cashier's or company check. We are not set up for credit card payments. If personal checks are being used to reserve exhibits, please be aware that we do not hold checks and that your checks will be deposited.

**For our technology vendors:** Several of you bring a large screen as part of your display. Just a reminder that a single booth space is approximately eight feet in width. I will do my best to accommodate your equipment; however, as space may be tight, please be aware that it may be necessary for your large screen to be set up behind your table if you have a single booth space. To guarantee room for a large screen, I recommend booking a double space. Please feel free to contact me if you have questions or would like to discuss this further.

Also, please ensure your representatives are aware of the **Vendor Carnival** that we hold during the conference. Information about the Vendor Carnival can be found on the registration form.