

July 9, 2021

Ken Newsom, Vendor Chairman

**LASAFAP Vendor Committee**

411 Foster Street  
Rayville, LA 71269  
(318) 417-1000

RE: **2021 LASAFAP Fall Conference**

The 2021 Fall LASAFAP Conference will be held Wednesday, October 27 – Friday, October 29, 2021 at the Paragon Casino Resort, 411 Paragon Place, Marksville, LA 71351 (Phone 1-800-946-1946).

The registration fee will be \$600 per exhibit booth. Enclosed with this letter of introduction is a **2021 LASAFAP FALL 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) 417-1000 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 Wednesday, October 27, 2021, and two (2) tickets to the LASAFAP Member Luncheon on Thursday, October 28, 2021. Additional tickets for both events can be purchased at \$35.00 each. Participating vendors will be allowed to set up on Wednesday, October 27, 2021, 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 Thursday, October 28, 2021. Security will be provided from Wednesday evening until Thursday morning at 8:00 A.M. Persons or companies wishing to exhibit or sponsor must complete the enclosed Vendor Registration Form.

Vendor spaces will be reserved once the completed vendor registration form and payment 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 host during the conference. Information about the Vendor Carnival can be found on the registration form.

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

Best regards,

*Ken*