

August 28, 2023

Ken Newsom
LASAFAP Vendor Contact
411 Foster Street
Rayville, LA 71269
(318) 417-1000

The 2023 Fall *LASAFAP* Conference will be held October 25-27, at Crowne Plaza at 4728 Constitution Avenue, Baton Rouge, LA 70808; phone number (225) 925-2244. We look forward to having you as a vendor at our fall conference!

The registration fee is \$600 per exhibit booth. Enclosed with this letter of introduction is a **2023 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

Vendors will receive two (2) luncheon tickets for the Vendor Luncheon on Wednesday, October 25, 2023, and two (2) tickets to the LASAFAP Member Luncheon on Thursday, October 26, 2023. Additional tickets for both events can be purchased at \$35.00 each. Participating vendors will be allowed to set up on Wednesday, October 25, 2023, from 8:00 A.M. – 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 26, 2023. Security will be provided from Wednesday evening until Thursday 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 method of payment is cashier's or company check. **We are not set up for credit card payments.**

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 Vendor Registration Form.