

August 19, 2024

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The 2024 Fall *LAFEPA* Conference (formerly *LASAFAP*) will be held October 16-18, 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 spring conference!

The registration fee is \$600 per exhibit booth. Accompanying this letter of introduction is a **2024 LAFEPA 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 16, and two (2) tickets to the LAFEPA Member Luncheon on Thursday, October 17. Additional tickets for both events can be purchased at \$35.00 each. Participating vendors are encouraged to set up on Wednesday, October 16, 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 17. 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 preferred 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** which is held during the conference. Information about the Vendor Carnival can be found on the *Vendor Registration Form*.