

# Connecticut Association of School Business Officials (CASBO)

c/o Gary Shettle  
ACES  
350 State Street  
North Haven, CT 06473-3108

## MEMORANDUM

TO: Potential Exhibitors, CASBO Vendor Day

FROM: Gary J. Shettle, Co-Chairman

DATE: October 24, 2008

The 2009 Connecticut Association of School Business Officials (CASBO) Vendor Day will be held at **Aqua Turf Club, Plantsville, Connecticut, on Tuesday, April 28, 2009**. The success of our exhibit of educational products and services is dependent upon the support of companies like yours who will contract for vendor booth spaces.

Our active membership includes business administrators, business managers, superintendents, and assistant superintendents, purchasing agents, accountants, directors of maintenance and operations, and food service directors. These are people who make the purchasing decisions for Connecticut school entities. In addition to CASBO members, members of Public Purchasing Association of Connecticut, Government Finance Officials Association, and Connecticut School Building and Grounds Association will also be invited to attend this day. Think of the contact you will make with the people who make the purchasing decisions for municipalities and school districts.

Booth space will be limited to two (2) booths per exhibiting company. We hope this policy will permit the widest variety of products and services to be displayed while providing equitable distribution of space for all of CASBO's business associates. Exhibit space contract is enclosed. The cost is \$500.00 per 8' (wide) x 6' (deep) booth for CASBO members and \$550.00 for non-members. **If your booth setup is larger than 8" (wide) x 6" (deep) and infringes upon a neighboring booth, you will need to contract for two (2) booths.** The booths are equipped with a table, two chairs, name badge(s), and a sign with your company name. If you do not wish any of the above in your booth please make note on page 3. **Payment is due with submission of the contract form. The only guarantee of reserving space is payment with the contract!** You will receive a confirmation email when your payment is received. Also booths are on a first come, first serve basis. The exhibit booth fee includes the purchase of prizes distributed to attendees through drawings to be held during the reception at the end of the day, continental breakfast and lunch *up to three vendor attendees* (additional vendor attendees will be charged \$25.00) per booth before the exhibits open. You are welcome to have your own raffle during the time the exhibits are open if you wish.

Exhibits are scheduled to be open from 12:00 p.m. through 4:00 p.m. Exhibit booths must be set up by 11:30 a.m. and must be completely dismantled and removed by 5:00 p.m.

Also, you are cordially invited to stay and attend a reception of hors d'oeuvres and cash bar. We look forward to your participation at this conference. Should you have any questions, please contact Gary J. Shettle, Vendor Day Chairman at (203) 498-6835 or email at gshettle@aces.org or Sharon Bruce, CASBO Executive Director, at (860) 519-0023 or email at ssbruce@comcast.net.

CASBO will hold a professional development workshop prior to the exhibits being open. This will attract more members to attend.

**CASBO VENDOR DAY APRIL 28, 2009  
AQUA TURF CLUB, PLANTSVILLE, CT.**

***DIRECTIONS TO:***  
**AQUA TURF**  
**MULBERRY STREET**  
**SOUTHINGTON (Plantsville), CT**  
**(860) 621-9335**

**I-84 EAST FROM WATERBURY** - Take Exit 28, take right onto Route 322. Go straight, under second underpass take left at car wash onto Old Turnpike Road. At first stop sign, take right onto Mulberry Street. Aqua Turf Club is located 1/2 mile on the right.

**I-84 WEST FROM HARTFORD** - Take Exit 29 (left-hand exit). At the end of the exit will be a light. Go straight onto Mulberry Street. Go approximately one mile down the road - Aqua Turf Club will be on your right.

**FROM I-91 OR THE MERRITT PARKWAY** - Take Route 691 West toward Waterbury, take exit 4 (Southington), take a right. At the bottom of the hill (McDonald's on the corner), take a right onto South End Road. Follow until you come to Mulberry Street on the left, the Aqua Turf Club is on Mulberry Street approximately 1/4 mile on the left.

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## 2009 EXHIBIT SPACE APPLICATION AND CONTRACT

I (we) hereby contract for the exhibit booth(s) as indicated below at CASBO's Vendor Day, Tuesday, April 28, 2009, at Aqua Turf Club, Plantsville, Connecticut.

### **CASBO MEMBERS:**

Booth 8' (wide) X 6' (deep) Quantity \_\_\_\_\_ x \$500.00 = \$\_\_\_\_\_ TOTAL AMOUNT DUE  
(The booth fee will be \$600.00 if received after April 8, 2009.)

### **NON-MEMBERS:**

Booth 8' (wide) X 6' (deep) Quantity \_\_\_\_\_ x \$550.00 = \$\_\_\_\_\_ TOTAL AMOUNT DUE  
(The booth fee will be \$650.00 if received after April 8, 2009.)

*Additional vendor attendees per booth greater than three(3) Number \_\_\_\_\_ x \$25.00 = \_\_\_\_\_*

**Please specify electrical requirements (NONE WILL BE PROVIDED UNLESS SPECIFIED):**

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**PAYMENT IS DUE WITH SUBMISSION OF THE CONTRACT**

**\*Please make check payable to "CASBO" and mail to:**

**CASBO  
c/o Gary Shettle  
ACES  
350 State Street  
North Haven, CT 06473-3108**

**CASBO VENDOR DAY APRIL 28, 2009  
AQUA TURF CLUB, PLANTSVILLE, CT.**

**PLEASE COMPLETE AND RETURN THIS PAGE WITH THE CONTRACT.**

I (we) understand additional requirements such as electrical, telephone, furniture, drayage, etc. will be at an additional charge and paid directly by us. **Please complete the information below exactly as you want it to appear in the program and type or print clearly.**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of representative(s) who will attend show: \_\_\_\_\_

\_\_\_\_\_  
*(NOTE: Name badges will be provided only for the representative(s) listed above.)*

Description of product(s) and/or service(s) to be exhibited: \_\_\_\_\_

\_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-Mail \_\_\_\_\_

Listed below is the information regarding the *person(s) to be contacted* should any questions arise as a result of this contract.

Name of contact person(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone # \_\_\_\_\_ Fax# \_\_\_\_\_ E-Mail \_\_\_\_\_

Executed by: \_\_\_\_\_

\_\_\_\_\_  
(Signature and Title)

\_\_\_\_\_  
(Date)

**Mail pages 3 and 4 with your check to:**  
**CASBO**  
**c/o Gary Shettle**  
**ACES**  
**350 State Street**  
**North Haven, CT 06473-3108**

**FOR CASBO USE ONLY**

This application for exhibit space  
has been accepted and assigned  
Booth number(s) \_\_\_\_\_  
Payment received \_\_\_\_\_  
Approved by \_\_\_\_\_