

2008 CEA Exhibitor Prospectus
Correctional Education Association
8182 Lark Brown Road Suite 202
Elkridge, MD 21075
Phone: 800-783-1232 Fax: 443-459-3088
www.ceanational.org

63rd CEA Conference
July 13-16, 2008
Sheraton Hotel
(formerly Adam's Mark)
1550 Court Place
Denver, CO 80202
303-893-3333



You Are Invited To...

CEA's 63rd Annual International Conference!

This year's Correctional Education Association (CEA) International Conference theme is, "**SOARING TO NEW HEIGHTS IN EDUCATION**". We expect there will be approximately 500 educators from throughout the world representing juvenile and adult correctional agencies, youth-at-risk programs and corporate representatives.

The Correctional Education Association continues to be a leader in adult and juvenile correctional education professional development. This year's conference will draw professionals from various fields to explore previous ideas and materials from workshop presenters and exhibitors.

The 63rd International Conference will be held July 13-16, 2008 at the Sheraton Hotel (formerly Adam's Mark) in Denver, Colorado. The exhibits will be open for two days this year, July 14th & 15th. This is a tremendous opportunity for you to exhibit your materials to hundreds of leading correctional educators and administrators serving juveniles and adults who are interested in the latest products and services available. Exhibitor highlights include:

- Exhibits – July 14th & July 15th – 7:00 a.m. to 3:30 p.m.
- Special times in the agenda for participants to visit exhibits
- Food Events to draw attendees to the Exhibit Area
- Full registration:
 - Attendance at workshop sessions
 - Attendance at social events and meals
 - Pre- and Post-conference attendee mailing lists
- Exhibitor presentation workshop space is available (stay tuned for website)
- Correctional educators and administrators from throughout the world

Additionally, your company can increase exposure and highlight your partnership with correctional education at this conference by sponsoring one of the special events for which you will receive added recognition. We will provide special announcements recognizing our sponsors in the Conference Program, special posted recognition at the events, sponsor announcement during the program, and first choice of "prime" exhibit locations.

This year, vendor space is limited, so please return the enclosed exhibitor and sponsor

response forms ASAP, and reserve your space early!

Payment should be made to the Correctional Education Association:

Attention: Exhibits Registration
8182 Lark Brown Road, Suite 202
Elkridge, Maryland 21075.
(800) 783-1232 Phone
(443) 459-3088 FAX

We look forward to your participation in this major event of the year in correctional education. If you have any questions, please contact me and I will be happy to assist you!

Sincerely,

Heather Comstock
Assistant Director
(800) 783-1232 ext. 12
(443) 459-3088 (fax)

Exhibit Information & Guidelines

Exhibit Space: All exhibit spaces are a draped 6' x 30" table and 2 chairs. Tables will be assigned on a first come first served basis. General house lighting is provided in the area. Any electrical or telecommunications needs should be addressed directly with the Conference Hotel. Information follows.

Exhibit hours: The exhibit area is open to attendees from 7:00 to 3:30 pm. These times are tentative schedules and subject to change. As the conference gets closer, CEA staff will provide you with the up to date and detailed schedule information

Set-up & tear down: Set up for the International Conference will start Sunday afternoon. Exhibitors may also set up Monday morning prior to the start of the conference. Teardown will be allowed the afternoon of the last day of exhibit hours.

Cancellation: No refunds will be given for Exhibit registration.

Liability & Security: *The Exhibitor area cannot be secured by CEA or the hotel.* Exhibitors are advised to use caution when leaving valuables unattended in the exhibit area. Exhibitors shall accept all liability (damage, loss, or accident), which might ensue from any cause in connection with transfer, installation, maintenance, display, or removal of exhibits. Neither the hotels nor conference organizers will accept responsibility for theft or damage. Exhibitors are encouraged to insure themselves against losses and claims.

Meeting participation and meals: The exhibitor **registration fee covers one designee to participate in conference activities** including attending breakout sessions and the luncheons. Additional designees may attend by paying the regular conference registration rates. Corporate members may register additional attendees at the member rate. We strongly encourage you to participate in the events at the conference. We promote the networking value of our event to our members and mingling gives you more face time with potential clients!

Reservations

The conference rate for the hotel is \$140 for Single/Double Occupancy. To book a room, please call (888) 627-8405 and tell them you will be attending the Correctional Education Association conference. The conference rate is available until **June 14, 2007**. Or you can book online at <http://www.starwoodmeeting.com/Book/correction>

Shipping Your Materials:

Our Shipping and Receiving Department provides storage, pick-up and transfer of materials (less than 200 lbs.) from any internal location within our Hotel. All shipment items received by the Hotel incur a standard handling charge of \$7.00 per box, \$15.00 per case and \$125.00 per skid (prices subject to change). In the event the Hotel needs to handle sensitive material (e.g. computers), outside labor may be required at an

Tentative Agenda

July 11	Friday	9:00 am – 5:00 pm	Standards Commission Meeting
		TBA	New Board Member Training
July 12	Saturday	9:00 am - 5:00 pm	CEA Executive Board Meeting
July 13	Sunday	8:00 am - 4:00 pm	CEA Executive Board Meeting
		9:00 am - 5:00 pm	Council of Directors Meeting
		12:00 pm - 1:00 pm	Joint Luncheon of Board and Directors
		1:00 pm - 4:00 pm	President's Council Meeting
		10:00 am - 4:00 pm	Visit to 16th Street Mall (Self-Guided)
		2:00 pm - 6:00 pm	Registration and Welcome
		2:00 pm - 8:00 pm	Exhibitor Set-Up
		4:30 pm - 5:30 pm	Executive Board-Teacher of the Year Social
		6:00 pm - 7:00 pm	Opening Session 1 with Installation of New Officers
		7:30 pm - 9:30 pm	President's Reception (Semi-Formal)
July 14	Monday	7:00 am - 4:00 pm	Vendor Exhibits
		7:00 am - 4:00 pm	Registration and Welcome
		7:00 am - 8:00 am	Continental Breakfast With Vendors
		8:00 am - 9:00 am	Opening Session 2
		9:15 am - 10:15 am	Breakout 1
		10:15 am - 11:00 am	Vendor Break
		11:00 am - 12:00 pm	Breakout 2
		12:00 pm - 1:15 pm	Lunch (on your own)
		1:15 pm - 2:15 pm	Breakout 3
		3:00 pm - 3:30 pm	Vendor Break
		3:30 pm - 4:30 pm	Breakout 4
		5:00 pm - 10:00 pm	TOY Gala
		5:30 - 6:30	Keynote Speaker Troy Evans
		6:30 - 7:30	Dinner
		7:30 - 10:30	TOY Awards and Dance
July 15	Tuesday	7:00 am - 4:00 pm	Vendor Exhibits
		7:00 am - 4:00 pm	Registration and Welcome
		7:00 am - 8:00 am	Continental Breakfast with the Vendors
		8:00 am - 9:00 am	Breakout 5
		9:15 am - 10:15 am	Breakout 6
		10:15 am - 11:00 am	Vendor Break
		11:00 am - 12:00 pm	Breakout 7
		12:00 pm - 1:30 pm	Awards Luncheon
		1:30 pm -4:30 pm	Tour of Juvenile or Adult Facilities
		OR	
		1:30 pm - 2:30 pm	Region Meetings
		2:30 pm - 3:30 pm	Vendor Break
		3:30 pm	Vendor Tear down
		3:30 pm - 4:30 pm	SIG Meetings

		5:00 pm - 10:00 pm	Evening On Your Own in the 16th Street Mall
			Tour to Black Hawk/Central City
			Possible Rockies Game
July 16	Wednesday	8:00 am - 9:00 am	Breakout 8
		9:15 am - 11:30 am	Brunch with Business Meeting and Closing

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Pricing Information

Corporate Membership \$285.00 per Year

Benefits:

20% Discount on Booth Space and Advertising

One free mailing list of the CEA membership

Receipt of all CEA publications

Special recognition as a CEA Corporate Member

Exhibit Space

Exhibit space is a 6' x 30" draped table and two chairs.

	<u>Members</u>	<u>Non-Members</u>
1 table	\$ 436.00	\$ 545.00
2 tables	\$ 700.00	\$ 875.00
3 tables	\$ 832.00	\$ 1040.00

Advertising

CEA will be accepting Full and Half page ads for the Conference Program.

	<u>Members</u>	<u>Non-Members</u>
Full Page	\$200.00	\$250.00
Half Page	\$120.00	\$150.00

Please send your camera-ready ad copy on a CD, no later than June 1, 2008 to Heather Comstock, CEA Conference, 8182 Lark Brown Road, Suite 202 ElkrIDGE, Maryland. 21075.

Conference Bag Inserts

If you would like to have a brochure or other materials placed in the conference bags for attendees, the cost is \$250.

Pre- & Post-conference Mailing Lists

CEA will provide an attendee mailing list in an electronic format a month prior to the conference. Please complete the following information if you wish to receive them:

Labels should be sent to: _____

Phone (_____) _____ Email: _____

file format: text, comma delimited text, tab delimited MS Excel

It is CEA's policy not to share the phone numbers or email addresses of members.

Corporate Membership Application

Company Name: _____

Primary Designee: _____

Phone (_____) _____ Email: _____

Complete address: _____

Street or PO Box

City, State, Zip

Website address: _____

Corporate Sponsorships

_____ Yes, we are interested in Corporate Sponsorships. Please contact us about ways CEA can help promote my company. Please see the attached sheet for more information about the opportunities available!

Door prize Drawing

_____ Yes, we are interested in donating a door prize for a drawing.

Exhibit Space Preferences:

Please let us know if you have any special requests with regard to your exhibit space placement. Do you have another company you would like to be near? Do you have any special displays that require Internet hookups, electrical, or a wall? Please let us know so we can make every attempt to assign the right space for your needs! _____

Please return **both** pages with payment to: **Correctional Education Association**
8182 Lark Brown Road Suite 202 Elkridge, MD 21075
Phone: 800-783-1232 Fax: 443-459-3088

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SPONSOR FORM

Company Name: _____

Attendee Name: _____ Email: _____

Complete Address: _____
Street or PO Box City, State, Zip

Phone: _____ Fax: _____

We would like to contact the attendee prior to the show to confirm details for recognition for the sponsorship during the conference.

Sponsored Special Events

Sunday, July 13	President's Reception	\$ _____
Monday, July 14	Continental Breakfast	\$ _____
Monday, July 14	Teacher of the Year Gala	\$ _____
Tuesday, July 15	Continental Breakfast	\$ _____
Tuesday, July 15	Awards Luncheon	\$ _____
Wednesday, July 16	Buffet Breakfast	\$ _____

Door Prizes (please describe):

Please return this form to:

Correctional Education Association
Sponsorship Registration
8182 Lark Brown Road Suite 202 Elkridge, MD 21075
Phone: 800-783-1232 Fax: 443-459-3088

Questions? Contact Heather Comstock, Assistant Director at
800-783-1232 x 12 or email at hcomstock@ceanational.org