

**73rd ANNUAL CONVENTION
LOUISIANA SCHOOL BOARDS ASSOCIATION**



EXHIBITORS' PROSPECTUS



**MARCH 4 THROUGH MARCH 5, 2010
MONROE CIVIC CENTER
MONROE, LOUISIANA**

**LOUISIANA SCHOOL BOARDS ASSOCIATION 2010 ANNUAL CONVENTION
MARCH 4 - 5, 2010, MONROE CIVIC CENTER, MONROE, LOUISIANA**

EXHIBITORS' SCHEDULE

- **SET-UP** – Exhibits may be installed between the hours of 10:00 A.M. and 7:00 P.M. Wednesday, March 3, 2010.
- **SHOW HOURS** – Thursday, March 4, 2010 – 8:00 A.M. through 5:00 P.M. Friday, March 5, 2010 – 8:00 A.M. through noon.
- **HOSPITALITY HOUR** – Thursday, March 4, 2010 – 5:00 P.M. through 6:00 P.M. **in the Exhibit Hall.**
- **DISMANTLING** – Dismantling of exhibits may start after noon. Friday, March 5, 2010.

BOOTH RENTAL INFORMATION

All booths are 10 ft. wide by 10 ft. deep, containing a 6 ft. skirted table, two chairs, exhibitor sign, and a 120 volt outlet, installed and serviced by the Monroe Civic Center. All booths contain an 8 ft. high back drape and 3 ft. high draped side rails.

Rental of each booth (10' w x 10' d) is payable upon purchase to the Louisiana School Boards Association, 7912 Summa Avenue, Baton Rouge, LA 70809. Multiple booths may be purchased, subject to availability of configuration requested.

LIABILITY AND INSURANCE

The exhibitor is responsible for damage to property. No signs or other articles should be posted, nailed or otherwise attached to any of the pillars, walls, doors, etc., in such a manner as to deface or destroy. All space leased shall be subject to these restrictions. The Louisiana School Boards Association and the Monroe Civic Center will take precautions against damage or loss by fire, water, storms, theft, strikes, etc. However neither the Louisiana School Boards Association, nor the Monroe Civic Center, guarantees or insures the exhibitor against loss or damage to property. The exhibitor, at his option, may carry liability coverage, or any other type of insurance for his protection against such losses.

CANCELLATION POLICY

All cancellations must be made in writing to LSBA. If notice of cancellation is made before February 1, 2010, a refund less 25% of the exhibit charge will be issued. No refunds will be issued on exhibit space that is cancelled after February 1, 2010. Any reduction in booth space will be treated the same as a booth cancellation and will be refunded accordingly.

PLEASE NOTE:

1. Lunch will be available for purchase at the venue for exhibitors and attendees on Thursday, March 4th.
2. LSBA will provide round-trip transportation from convention hotels to the Civic Center. Please check schedule at your hotel upon arrival.
3. An exhibitors' lounge is provided **in the exhibit area** for breaks and Thursday's lunch.
4. In order to provide increased booth traffic, LSBA has scheduled Convention Registration, all refreshments, school district artwork, entertainment, and the Hospitality Hour (Thursday from 5 – 6 PM) **in the exhibit hall.**
5. Wi-fi is provided in the exhibit area.

SHIPPING INSTRUCTIONS, EXHIBITOR SERVICES, AND EQUIPMENT

- The Monroe Civic Center does not provide an Exhibitor Services Manual. For any questions, please contact Stephanie Duco at the LSBA Office, (225) 769-3191, or John Mandeville at (225) 953-1124 (cell).
- The Monroe Civic Center does not provide shipping services for exhibitors. All exhibitors must arrange their inbound and outbound shipping to/from the Civic Center. The Center does provide fork lifts for moving exhibit materials into the Exhibit Hall. Exhibit materials should be scheduled to arrive no more than three days prior to the opening of exhibits on Thursday, March 4, 2010. The shipping address for the Monroe Civic Center is 401 Lea Joyner Expressway, Monroe, LA 71201-7508. For additional information, contact Charles Thomas at telephone (318) 366-0743, or by e-mail at charles.thomas@ci.monroe.la.us . Information on additional exhibitor services such as booth carpeting, additional booth furniture will be sent to exhibitors in December 2009.
- The Convention Hotels are:
Comfort Suites, (318) 410-1005; Hampton Inn, (318) 861-9944; Hilton Garden Inn, (318) 398-0653; Holiday Inn, (318) 387-5100; The Atrium Hotel, (318) 410-4000.
- The new telephone number for the Monroe Civic Center is (318) 329-2225.

2010 LSBA Annual Convention Exhibit Space Order

(Please Type or Print)

Contact Information

Organization Name:
Contact & Title:
E-mail Address:
Address:
City: State: Zip:
Phone Number: Website:
FAX Number:

Billing Address (if different from above)

Name: Title:
Address
City: State: Zip:
Phone: FAX: E-Mail:
Booth Number Preference: 1st Choice: 2nd Choice: 3rd Choice:
Booth Sign Should Read:

Product/Service Description

Electrical Outlet

One 120 volt electrical outlet included in booth charge.

Charges

Table with 3 columns: Booth Type, Quantity, Charges. Rows include Center Aisle Corner Booth, Center Aisle Inline Booth, Corner Booth, and Inline Booth.

Register by e-mailing or faxing this form to:

Louisiana School Boards Assn. (LSBA)
Attn: John Mandeville
FAX: (225) 769-8716
E-mail: jmandy@cox.net

Mail your check payable to:
Louisiana School Boards Association
7912 Summa Avenue
Baton Rouge, LA 70809

If you have any questions, contact John Mandeville. E-mail: jmandy@cox.net. Phone: (225) 953-1124.

Signature: (This signature indicates I/We agree to abide by the provisions set forth in the terms and conditions.)

John T. Mandeville
LSBA Representative Signature

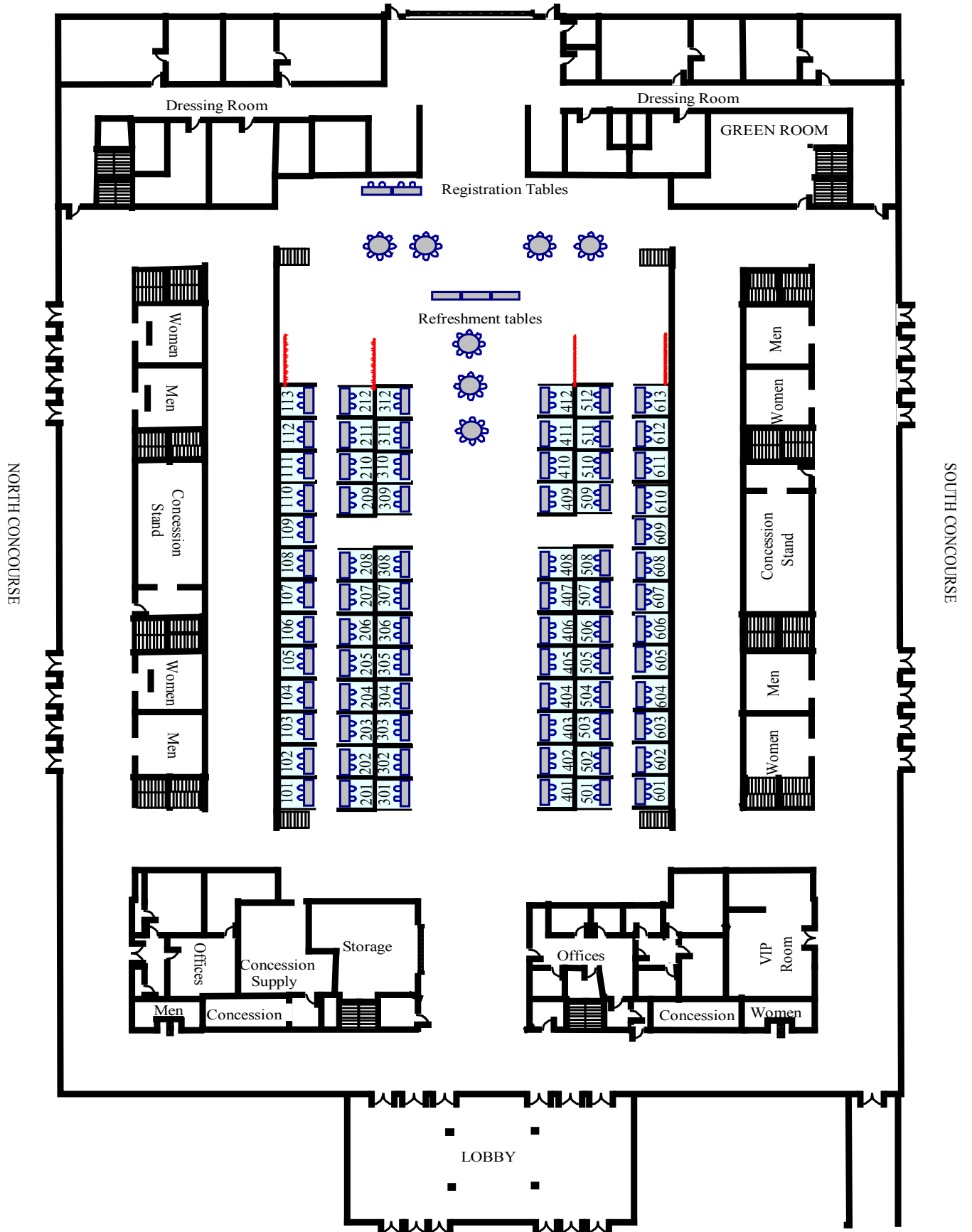
Date

Signature

LA School Board Association

March 3-6, 2010

BACK DOOR



**73RD ANNUAL CONVENTION OF
THE LOUISIANA SCHOOL BOARDS ASSOCIATION
MONROE, LOUISIANA MARCH 4 - 5, 2010**

The Louisiana School Boards Association (LSBA) is composed of every member of the 69 public school boards in the state, with over 650 elected officials statewide. LSBA also enjoys the affiliation of all school superintendents and other administrators throughout the state. Average convention attendance is 750, giving advertisers a traffic of people who manage budgets in excess of 6.0 billion dollars annually.

The convention is the gathering place for a large and enthusiastic audience of decision makers. Educators who attend the LSBA Convention have great influence and purchasing power in the K-12 school market. They oversee most major purchases for their school districts, approve contracts, oversee the bidding process, develop purchasing specifications, and select product and service vendors.

Take advantage of these exciting opportunities for your company to reach this group by securing a Convention Magazine ad in conjunction with your exhibit booth. Whichever Convention Magazine ad you select, you will maximize your Convention investment, stand out from the crowd, and reach the most influential people in Louisiana's sixty-nine public school systems.

CONVENTION MAGAZINE AD RATES

PREMIUM POSITIONS:

Back Cover (Full-page Color)	\$ 1250
Inside Front Cover (Full-page Color)	\$ 1175
Inside Back Cover (Full-page Color)	\$ 1075

R.O.P:

Full Page (Color)	\$ 925
Full Page (B & W)	\$ 750
Half Page (Color)	\$ 700
Half Page (B & W)	\$ 525

All rates net.

The Convention Magazine is a full-color glossy stock publication published each year for those attending the Louisiana School Boards Association annual convention. The magazine features complete information regarding the convention, as well as a complete listing of all events scheduled throughout the convention, exhibitors' listing, and much more!

CONTACT: John Mandeville, telephone (225) 953 – 1124, or e-mail jmandy@cox.net.

Reserve your space now!