



KENTUCKY HEAD START ASSOCIATION, INC.
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December 1, 2009

Executive Director
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RE: 2010 KHSa Annual Conference
April 12-15, 2010
Crowne Plaza (Executive West) Hotel, Louisville KY
New Exhibit Hall (located across from Crowne Ballroom entrance)
Conference Theme: **"Head Start: Serving Our Communities"**

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Dear Conference Exhibitors,

Kentucky Head Start Association is pleased to extend an invitation to you to exhibit your products and services at the 2010 KHSa Annual Conference to be held in Louisville at the Crowne Plaza Hotel (formerly, Executive West Hotel) on April 12-15, 2010. Projected attendance is approximately 600 people.

Exhibits will be located in the high-traffic, beautiful, new Exhibit Hall located across from the entrance to the Crowne Ballroom. Exhibits will be set up on Tuesday April 13 from 8:00 to 10:00 a.m. Exhibits will be opened to the public on Tuesday April 13 from 10:00 a.m. to 6:00 p.m. On Wednesday April 14, exhibits will be open from 8:00 a.m. to 6:00 p.m. Exhibits can be taken down after 6:00 p.m. on Wednesday April 14, or on Thursday, April 15.

This year, KHSa will again offer our successful Silent Auction as an added attraction in the Exhibit Hall. We will also be holding giveaways each morning and afternoon with eligibility based on having visited all vendor booths during that time frame

There are several important features this year – please read the following carefully:

- Exhibit space will be assigned on a first-come, first-served basis, so get your Exhibitor Application in as soon as possible!
- All exhibits will be displayed on 8' skirted tables with 2 side chairs.
- The cost for one 8' skirted table is \$235.00. Additional tables are priced at \$105.00 each. The full amount is due at the time you submit your Exhibitor Application.
- If electrical hook-up is required, the additional cost is \$75.00 (that's what the hotel is charging us!).

We have enclosed an Exhibitor Application – please return your Application and the accompanying fee by Monday, March 22, 2010.

Additional information about the 2010 KHSa Annual Conference is available on the KHSa website (www.KHSa.org – see the "Conferences & Events" page).

Overnight accommodations at the Crowne Plaza (Executive West) Hotel are priced at KHSa's discounted rate of \$109.00 per night (single/double) plus tax. Parking is free of charge. Telephone your reservation to the Executive West Hotel at 800-626-2708 and ask for the "Kentucky Head Start Association" block rate.

If we can be of further assistance, please feel free to call contact Bob Wilcher at 800-869-9257 or bwilcher@khsa.org.

Sincerely,

Bob Wilcher

Executive Director