



2010 KAECE-KHSA Institute
Eastern Kentucky University
Perkins Building, Kit Carson Drive, Richmond, KY 40475
November 18-20, 2010



August 20, 2010

RE: KAECE-KHSA Institute, November 18-20, 2010
Eastern Kentucky University, Perkins Building
Kit Carson Drive, Richmond, KY 40475

(very limited space – just twenty-one 6’ tables in total – lobby location -- apply now!)

Dear Institute Exhibitors,

The Kentucky Association for Early Childhood Education (KAECE) and the Kentucky Head Start Association (KHSAs) are pleased to extend an invitation to you to exhibit your products and services at the 2010 KAECE-KHSA Institute to be held on November 18-20, 2010 in Richmond, Kentucky in the Perkins Building on the campus of Eastern Kentucky University.

This event will be attended by more than 350 early childhood professionals. Exhibits will be located in the lobby of the Perkins Building, so all Institute attendees will pass through the exhibit area to enter or leave the building, and throughout the day as they move between sessions!

This year’s event will focus on Friday and Saturday sessions and events with a limited number of Thursday Pre-Institute sessions.

Exhibits will be set up on Thursday November 18. Exhibits will be open to the public on Thursday from Noon to 5:00 PM, on Friday November 19 from 7:30 AM to 5:00 PM, and on Saturday November 20 from 7:30 AM to 1:30 PM. Exhibits can be taken down after 1:30 PM on Saturday November 20.

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

- Exhibit space is very limited (just twenty-one 6’ tables) and space will be assigned on a first-come, first-served basis. Get your Exhibitor Application in as soon as possible!
- All exhibits will be displayed on 6’ tables (no skirting or pipe and drape)
- The cost for one 6’ table is \$150.00. Additional tables are priced at \$75.00 each. The full amount is due at the time you submit your Exhibitor Application.
- Please indicate if electrical hookup is required. This is no additional charge.

We have enclosed an Exhibitor Application – please return your Application and the accompanying fee by Friday, October 15, 2010. Additional information about the 2010 KAECE-KHSA Institute is available on the KAECE website (www.kaece.org – see the “Institutes” page) and the KHSAs website (www.khsa.org – see the “Conferences & Events” page).

Overnight accommodations are available at various local hotels at discount prices. Go to www.kaece.org and click on “Institute” for more details. When booking your hotel accommodations, be sure to request the “KAECE” block rate. Parking is free of charge at hotels and at the Perkins Building.

If you have questions or need further assistance, please contact Bob Wilcher at 800-869-9257 or bwilcher@khsa.org.

Sincerely,

Bob Wilcher