

Iowa Reading Association & Iowa Association of School Librarians

Dear Exhibitor,

We are excited about the **2018 Joint Conference of the Iowa Association of School Librarians and Iowa Reading Association** which will be held on **Tuesday and Wednesday, June 26-27, 2018**. In addition, a preconference will be held on Monday, June 25, but exhibit areas will not be open for this event.

As many of you know, this is the first joint conference for our two associations. We anticipate an additional 150 teacher librarians and technologists to the conference. Last year's summer conference was a great success with 500 participants. The conference will again be held in Ames at the Scheman Building on the Iowa State Campus. The theme for the conference is "Literacy Landmarks".

The cost of the exhibitor registration is \$225.00 per booth. The exhibitor registration fee for exhibitors returning from last year has been reduced to \$200.00. A daily box **or** buffet lunch, provided before the general lunch session, will be available for exhibitors on both Tuesday and Wednesday. The box lunch includes a ham and swiss, turkey and provolone or roast beef and cheddar sandwich, potato chips, a cookie and bottled water. Meal registrations may be included on your registration form. A daily box **or** buffet lunch is available at a cost of \$11.00. Additional lunches may be purchased for other exhibitors in your booth.

We are sending this email out to additional vendors this year who have previously exhibited at the Iowa Association of School Librarian's Conference. Booth space will be limited and will be reserved on a first come/first response basis. Most exhibits will be on the second level around the conference meeting rooms. Center booths are aligned so there is more space between the elevator and the booths and the auditorium and the booths. The booths are 6 feet by 8 feet. A skirted-table cloth, side curtains, two chairs, a wastebasket and a 6' table will be provided for each booth. You may not bring extra tables and must fit your display and materials into the dimensions of your assigned booth. Exhibitors who want more space will need to reserve two booth spaces. Internet access and parking will be provided free of charge.

Checks for the exhibit space and meals should be made payable to: **Iowa Reading Association**. Mail the check and registration slip to: Clark Goltz, Iowa Reading Association, P. O. Box 16, Ossian, IA 52161. Please include an email address as all confirmations will be done via email only.

The Iowa Reading Association and the Iowa Association of School Librarians will again provide each attendee with a punch card to be used when visiting your exhibits and displays. Any donations of prizes and door prizes for a completed "punch card" would be appreciated. The Iowa Reading Association and the Iowa Association of School Librarians attendees will have specific times between sessions when conferees will be able to visit the exhibit hall to view your products.

As a registered exhibitor, your company's name will be mentioned in the program booklet if the registration form is received by **April 1, 2018**. Program booklet ads are also available in a variety of sizes. You will find the form for purchasing an ad in the program booklet included with this letter.

Exhibitors are permitted to begin setting up Monday, June 25, from 12:00-7:00 p.m. with the exhibits opening up at 7:30 a.m. on Tuesday and Wednesday morning. Please unload on Monday afternoon/evening through the northwest loading dock or the front doors of the Scheman Building. To ship materials ahead of time, send them to: Iowa State University, Iowa State Center, Scheman Building, Suite 4, Iowa Reading Association Conference, Attention: Pat Dennis, Ames, IA, 50011-1113. They will be at your booth when you arrive. **Please do not ship materials before June 1, 2018.**

Exhibit time is from 7:30 a.m.-5:00 p.m. on Tuesday, June 26, and 7:30 a.m.-3:00 p.m. on Wednesday, June 27. All exhibitors are expected to maintain their exhibit space through 3:00 p.m. on Wednesday to coordinate visit times for the exhibits. There are many hotels for you to choose from in the Ames area. The official conference hotel is the Best Western University Park, 2500 University Blvd, Ames, IA, 50010 at (515) 296-2500.

If you have any questions, please feel free to contact Clark Goltz, Executive Director, at 563-380-1999 or email at iowareading@gmail.com.

Sincerely,

Clark Goltz
iowareading@gmail.com
Executive Director

Katy Kaufman
Iowa Association of School Librarians

Sheryl Dales
Iowa Association of School Librarians