



Indiana Foreign Language Teacher's Association

42nd Annual IFLTA Conference 2010
"Race to the Top with Languages"

November 4-6, 2010
Crowne Plaza Hotel Indianapolis - Airport

Schedule

Thursday, November 4, 2010	6:30 - 11:30 pm	Exhibit set-up Ballroom ABC Crowne Plaza Hotel: Indianapolis Airport
Friday, November 5, 2010	8:00 am – 5:15pm 1:00- 1:30pm 4:15- 5:15 pm	Exhibits open Exhibit break * Exhibit break: Wine/cheese hour and raffle*
Saturday, November 6, 2010	8:00 am – 1:00pm 8:00 – 8:30am	Exhibits open Exhibit break *

* During exhibit breaks no competing activity is scheduled
[Please note that our exhibitor raffle date and time has changed, in order to encourage additional traffic](#)

Any changes in the set-up time will be communicated to you by e-mail.
Exhibitors are expected to have their booth open throughout the conference, including Saturday afternoon until 1:00
The location of your exhibit will be indicated by signs: do *not* set up anywhere other than at your assigned location!

Exhibit Fees

Fees cover the exhibit space, morning coffee service (Friday and Saturday), and a wine reception on Friday, 5 - 6 pm.
Exhibit tables are 6' x 30". They will have tablecloths but will not be skirted or otherwise decorated.
1 table = \$225
2 tables = \$250
3 tables = \$275
If you need more than 3 tables, combine fees: for four tables sign up for 3 tables (\$275) plus one table (\$225) for a total of four tables (\$500).

Cancellation Policy

100% refund if cancellation is by September 15.
50% refund if cancellation is by October 15.
No refund after October 15.

Shipping Exhibit Materials

You may ship materials to the conference site in advance, but they are to arrive no earlier than the week of the conference. *If you ship more than 30 lbs., ask for "in house delivery" which means the truck driver unloads boxes from the truck.*

Send to: Crowne Plaza Hotel, Indianapolis Airport
Attention: Cindy Woods
IFLTA: November 4-6, 2010
2501 South High School Road
Indianapolis, IN 46241

Exhibitors' Raffle

Your company may choose to offer one or more raffle prizes to conference participants. If you elect to do so (see application form) the following will take place:

1. Your exhibit table will receive a small raffle drawing bag and multiple raffle tickets which conference participants must fill out completely and place into the raffle drawing bag (one ticket per person per exhibit table). Please display your prize(s) close to the raffle drawing bag.
2. Raffle tickets include conference participant's name, title (Spanish teacher, Department Chair, etc.), address, phone number and institutional affiliation. These tickets remain your property; the names on them may be added to your company's mailing list. Exhibitors are not eligible to participate in any drawings.
3. All raffle drawing bags will be collected from the exhibit booths at 3:00 pm on Fri. From 4:15-5:15 pm raffle tickets will be drawn in the exhibit hall and winners will be announced for each prize. Those winners will report to your exhibit table immediately (they must be present to win) to claim their prizes. Please keep your prizes at the exhibit table and wait for the winner to make his/her claim.

Special Raffle for Exhibitors

All exhibitors who commit on the application form to participate in the raffle will automatically be entered in a special raffle just for exhibitors. The prize is a surprise, but we are confident that you and your company will be delighted at this valuable gift!

Session Participation

Exhibitors may submit a session proposal form (available on the website at <www.iflta.org>). Deadline for submission is June 30, 2010. You will learn if your session was accepted in early September.

Meals/Food

A break room exclusively for exhibitors will be located adjacent to the exhibit area; a variety of drinks and snacks will be provided for you by IFLTA. If you would like to purchase the conference luncheon normally provided only for the conference participants, you may do so by checking the appropriate box on your exhibitor's registration form and sending the appropriate amount IN A SEPARATE CHECK from the exhibitor's table fees. It will be available to you for \$20.00 per day (Friday and Saturday) as a "lunch to go". In other words, there will not be a table place in the atrium reserved for you, but you are welcome to take your lunch back to your booth with you or use the exhibitor's hospitality room. There are also several restaurants located in the hotel for your convenience if you would rather purchase your meals there.

- Please direct questions to Jill Canady-Hickey: JHickey@Kokomo.k12.in.us