

March 10, 2006

Dear Vendor or College Representative,

The Pennsylvania Art Education Association annual Conference will be held at the Avalon Hotel in Erie, PA on October 26 - 29, 2006. We anticipate an attendance of over 300 teachers from around the Commonwealth to attend this event. Our Conference will provide you with the opportunity to share goods and services with your target audience.

This year the Conference is returning to Erie where the members enjoyed a wonderful conference in 1999. The upcoming conference will be filled with not only educational experiences but a flavor of our city and its people. Our theme, "Art for Life" will be played out in many forms, including 7 Keynote speakers, a trip to beautiful Presque Isle State Park, a community Halloween bash at the Erie Art Museum, and an awards banquet at the magnificent Warner Theater.

The Perry Room at the Avalon Hotel has been reserved for exhibitors on Friday, October 27th from 10 AM - 12 and 1:00 - 5:00, with dedicated vendor time from 1:30 - 2:30. On Saturday the hours are from 8:30 AM - 2:00. As you will see on the enclosed hotel floor plan, the Perry Room is one of three ballrooms in this part of the hotel. The other two will be used for keynote speakers and large workshops, thus necessitating attendees to walk past your exhibitor space.

**Registration:** As last year, our vendor registration will be online and can be accessed at our conference web site <http://www.paea.artedlink.com/> Last year's online registration proved to be extremely beneficial to the conference planners and our exhibitors, alike. We anticipate the same results this year.

**Workshops:** If you plan to provide a workshop or presentation at the conference you can access, fill out and send to us the workshop proposal form at our conference web site: <http://www.paea.artedlink.com/>

**Hotel:** Conference headquarters will be the Avalon Hotel, located in the heart of downtown Erie at 16 W. Tenth St., Erie, PA 16501. Call (814) 459-2220 to make reservations and identify yourself as a PAEA conference participant to receive special rates.

**Setup:** The exhibit space will be available for set up 5 - 10:00 PM, Thursday, October 26th, and 6 - 9:30 AM, Friday, October 27th.

**Lunches:** Your booth registration includes one complimentary lunch per day. Additional lunches may be purchased for \$15 each.

**Security:** The exhibitor space will be locked during off-hours and hotel security will be on duty.

**Conference Program Advertisement:** We encourage you to advertise in our conference program. Traditionally, participants use the conference program for months after the event, widening your impact on the art teachers. If you would like to advertise in the conference program a packet of information is enclosed or you can download the form from our conference web site.

**Brochures, catalogs** - If you wish to have your company's / school's information included in our conference bags please send them to me at the address below no later than Sept. 15, 2006. If you are unable to attend the conference, but still wish to include your materials in our conference bags, there will be a \$15 handling fee. The materials should also be shipped to address below no later than Sept. 15, 2006.

As the Erie Vendor Coordinator, I will welcome any and all comments from you concerning how we can make your stay at our Erie Conference not only pleasant but profitable. Please feel free to contact me at any time during the next 7 months of conference planning and mark your calendar for the 2006 PAEA Conference in Erie, PA, October 26, 27, and 28. We look forward to working with you

Sincerely,

Pat Smith  
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