

July 1, 2006

Dear Texas Charter School Conference Vendor:

We would like to invite you to our Tenth Annual Texas Charter School Conference, Monday and Tuesday, November 27<sup>th</sup> and 28<sup>th</sup> at the Hilton Americas in Houston, Texas. Our conference last year had over 1200 registered attendees. We anticipate even more this year.

This year vendors will also be allowed to give away prizes which will be announced at the Tuesday luncheon. The Master of Ceremonies will announce the winner and recognize the generosity of each donor. Again this year both the morning and afternoon breaks will last thirty minutes to allow more time for attendees to view the vendor stations.

The vendor registration fee is \$550 which includes one registration, an eight foot space containing a six foot table for both days and five meals: breakfast and lunch on both days, and the evening event at the Hilton Americas on Monday, November 27<sup>th</sup>. For each additional exhibitor person at your table, the registration cost will be \$225. **A registration form is attached and fees must be received by October 1, 2005. Registration fees will increase by \$100 if received after October 1, 2005.** Please make your checks payable to the Resource Center for Charter Schools.

This year, we once again allow **registered vendors** to present a one-hour breakout session during the conference for an additional fee of \$300. (Space is provided for this registration on the regular registration form.) Please register early due to space limitations.

The vendor showplace will open at 8:00 a.m. on Monday November 27<sup>th</sup>. The general session will begin at 9:00 a.m. on Monday November 27<sup>th</sup>. Vendor booths must be set up on Sunday evening, November 26<sup>th</sup>, from 4:00 – 6:00 p.m.

Hotel reservations may be made by contacting the Hilton Americas at (800) 236-2905. Please ask for in-house reservations. November 5, 2006 is the deadline with the hotel for receiving the conference rate of \$110 on sleeping rooms.

Included in this packet are the following exhibitor forms: Vendor Guidelines, Facility Guidelines, Electrical/Internet Requirements, Request for Telecommunication services, and Request for Internet. After completing, you may mail or fax the forms, along with your payment, to the address or fax number shown on each form.

Our vendor coordinator this year is Katie Howell. For a vendor packet, email Katie at [KatieHowell@charterstexas.org](mailto:KatieHowell@charterstexas.org)

We look forward to seeing you in Houston.

Sincerely,

Katie H. Howell, Assistant Director

<http://www.charterstexas.org/pdf/conference%20registration%20form%20-%202006.pdf>

<http://www.charterstexas.org/pdf/Vendor%20Request%20Information.pdf>

<http://www.charterstexas.org/pdf/Telephone%20Order%20Form%20Rev1.pdf>

<http://www.charterstexas.org/pdf/Internet%20Order%20Form.pdf>

<http://www.charterstexas.org/pdf/M&C%20Electrical%20Form.pdf>

<http://www.charterstexas.org/pdf/Facility%20Guidelines.pdf>