

CALIFORNIA ASSOCIATION FOR BILINGUAL EDUCATION

*Presents
the Sixth Annual*



*Presenta
La Sexta*

**Conference on Books
in Spanish for
Young Readers**

March 1, 1997

***Conferencia Anual de
Libros Infantiles y
Juveniles en Español***

1 de marzo de 1997

San Diego Convention Center • San Diego, California

Invitation

Make plans now to be an exhibitor at the 6th Annual Conference on Books in Spanish for Young Readers to be held on Saturday, March 1, 1997 at the San Diego Convention Center!

This conference endeavors to serve members of the university, secondary, and elementary school systems as well as the Spanish speaking community in order to meet the needs of Spanish speaking readers.

This year this event will be held in conjunction with the CABE Annual Conference which will take place on February 26–March 1, 1997 where close to 10,000 people will be attending. For the first time, as a service from CABE to the community, parents, children, and other members of the community will be invited to attend free of charge. People attending the CABE '97 Annual Conference will be admitted for no extra charge.

The day will include a keynote speaker in Spanish, workshops for educators, parents, and children, and of course, specific time allocated for participants to view the exhibit booths.

Invitación

¡Prepárense para participar como expositor en la Sexta Conferencia Anual de Libros Infantiles y Juveniles en Español que se llevará a cabo el sábado 1° de marzo de 1997 en el Centro de Convenciones de San Diego!

La conferencia representa un servicio a las universidades, escuelas secundarias, y primarias, así como a la comunidad hispanohablante para así satisfacer las necesidades de los jóvenes lectores/as en español.

Este año este evento coincide con la conferencia anual de CABE que se llevará a cabo del 26 de febrero al 1 de marzo de 1997 con la participación de más de 10,000 personas. Por primera vez, como extensión del servicio de CABE, miembros de la comunidad, padres, madres, y niños recibirán entradas gratuitas. Las personas que estarán presentes en la Conferencia Anual de CABE '97 podrán entrar sin cargos adicionales.

La conferencia incluirá un orador en español, talleres para educadores, padres, madres, y niños, y por supuesto, tiempo para visitar las mesas de exhibición.

INSTRUCTIONS AND INFORMATION INSTRUCCIONES E INFORMACIÓN

Exhibit Hours & Special Events

The exhibit area will be open for a total of six hours from 10:00 a.m. to 4:00 p.m. The exhibit hall is near the other events occurring at CABE '97 allowing participants to attend the Books in Spanish for Young Readers Conference easily.

Application and Fees

This year there will be two categories for exhibitor payment:

- Vendors already exhibiting at CABE '97 will not be charged an extra fee for exhibiting at this conference, although you will need to fill out an application form and send it to CABE. On the application form you will be provided with the opportunity to donate materials which will be given to participants and other members of the community.
- Vendors who are not exhibiting at CABE '97 will be charged \$125 per table.

Each booth will include an 8 foot draped table and one chair. Booth rental fees also include name badges which permit admission to the exhibit room and complimentary admission to the Conference on Books in Spanish program and sessions. These complimentary badges do not include admission to the CABE '97 conference.

Assignment of Table Space

CABE will assign what it considers to be the best available space. CABE reserves the right to determine all assignments. Confirmation of exhibit space will be made as soon as full payment is received. CABE reserves the right to determine the eligibility of any company or product for exhibit.

Set-up and Dismantling

The exhibit area will be located in the Ballroom (Room 6) in the San Diego Convention Center. Set up will begin at 8:00 a.m. All exhibits must be ready for viewing by 10:00 a.m. on Saturday, March 1. Exhibit dismantling will take place after 4:00 p.m.

Liability and Security

CABE assumes no responsibility for damage or for loss of any kind. Reasonable precaution will be taken to safeguard exhibitors' property. Exhibitors are required to carry Liability Insurance. For a complete set of the rules and regulations see the reverse side of the application.

Meet the Author

We offer you the opportunity to invite an author or illustrator to be present at your table for book signings. Their name and your company will be highlighted in the program. Please indicate the name of the author or illustrator on your application form and the times they will be there.

Horario de exposición y eventos especiales

La sala de exposiciones estará abierta seis horas en total desde las 10:00 de la mañana hasta las 4:00 de la tarde. La sala de exposiciones estará cerca de los eventos que ocurrirán durante la conferencia anual de CABE '97 que permitirán a estos participantes asistir fácilmente a la conferencia de libros infantiles y juveniles en español.

Solicitud y cuotas

Este año habrá dos categorías de pago para expositores:

- *Los expositores que estarán en CABE '97 no pagarán un costo extra para esta conferencia, pero es necesario llenar una solicitud y mandarla a las oficinas de CABE. En la solicitud, tendrá la oportunidad de indicar que materiales desea donar a los participantes y otros miembros de la comunidad.*
- *Los expositores que no estarán en CABE '97 pagarán \$125 por cada mesa.*

Cada mesa tiene una superficie del 2,4 metros e incluye un mantel y una silla. La cuota de exposición incluye la tarjeta de identificación que permite la admisión a la sala de exposición, así como una admisión gratuita al Programa de la Conferencia. Esta identificación no incluye la entrada a la conferencia de CABE '97.

Asignación de espacio en las mesas

La asignación de mesas se llevará a cabo basándose en el mejor espacio disponible. CABE se reserva el derecho de asignar los espacios. La confirmación de su espacio de exposición se hará en cuanto se reciba el pago completo. CABE se reserva todo derecho para determinar la admisión de una empresa o producto a la exposición.

Montaje y desmontaje

El área de expositores será el "Ballroom" (Salón 6) en el segundo piso del Centro de Convenciones en San Diego. El montaje se comenzará a las 8:00 a.m. Todas las exposiciones deberán estar montadas y listas para la conferencia a las 10:00 a.m. del sábado 1° de marzo. El desmontaje se llevará a cabo después de las 4:00 p.m.

Normas y reglas

CABE no asume ninguna responsabilidad por daño o pérdida de cualquier tipo. Sin embargo, medidas preventivas razonables serán adoptadas para proteger la propiedad de los expositores. CABE requiere que todo expositor tenga seguro de responsabilidad civil. Para el conjunto de normas y reglamentos veáse el reverso de la solicitud.

Conozca al autor(a)

Le ofrecemos la oportunidad de invitar a un(a) autor(a) o ilustrador(a) para estar presente en su mesa de exposición autografiando libros. Su nombre y el nombre de su empresa estarán incluidos en el programa. Por favor, escriba el nombre y la hora que estará presente el autor(a) o ilustrador(a) en su solicitud.

APPLICATION FOR EXHIBIT SPACE SOLICITUD DE ESPACIO PARA EL EXPOSITOR

Conference on Books in Spanish for Young Readers

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Conferencia Annual de Libros Infantiles y Juveniles en Español

Complete and return this form by February 7, 1997 to...
Llene y envíe este formulario antes del 31 de enero de 1997 a...
CABE • 660 S. Figueroa Street, Suite 1040 • Los Angeles, CA 90017

Company Name/Nombre de la Empresa _____

Address/Dirección _____

City/Ciudad _____ State/Estado _____ Zip Code/Código Postal _____

Phone/Teléfono _____

Representatives/Representantes 1. _____ 2. _____

Description of Exhibit (limited to 15 words). Please use generic terms, e.g. reference books, wholesaler, textbooks, etc
Descripción de la exposición (no más de 15 palabras). Por favor utilice términos genéricos, por ejemplo: libros, libros de texto, mayoreo, etc.

Name of author/illustrator for "Meet the Author" session (Limit: One author/illustrator per exhibit table)
Nombre del autor(a)/ilustrador(a) para la sesión: "Conozca al autor" (Límite: un autor(a)/ilustrador(a) por mesa de exposición)

Number of tables/Número de mesas: _____ Amount enclosed (\$125 per table)/Cantidad incluida (\$125 US por cada mesa) _____

____ We are exhibiting at CABE '97, therefore, we are not sending payment. We are willing to donate: /Estaremos en CABE '97 y por eso no mandamos cheque. Estamos dispuestos a donar:

- 10 books/10 libros
- A donation of \$ _____ for door prizes/ Una donación de \$ _____ para premios
- Computer software/programas para computadoras
- Other materials/Otros materiales

I read, understand, and agree to comply with Practices and Procedures for CABE conferences listed on the back of this form.
Yo he leído y estoy de acuerdo con las normas y reglamentos en el reverso de este formulario.

Signature/Firma _____ Date/Fecha _____

For Conference Use Only

iMIS#: _____ Check #: _____
Date Recv'd: _____ P.O. #: _____
Amount: \$ _____ Other: _____



California Association for Bilingual Education

660 S. Figueroa Street, Suite 1040

Los Angeles, CA 90017

PRACTICES AND PROCEDURES

Contract for Space: The receipt by CABE of your signed Exhibitor Application Form will constitute a Contract for the right to use space. Exhibitor Application Form must be on the enclosed official form and accompanied by payment in full in order to be honored. Application must be received with payment in full by the due date(s) listed. Should any contingency prevent holding of the Conference, CABE may retain such part of the Exhibitor's rental as shall be required to recompense it for expenses incurred up to the time such contingency shall have occurred. If the schedule(s) change(s) due to unforeseen circumstances beyond our control, exhibitors, who have applied for space will be notified as soon as possible. Prior to the conference, exhibitors will receive confirmation which will include set-up time, and any further details and updates.

Conference Badge: Please type or print clearly the information requested on the application form. Information from this form will be used to print conference badge(s) for exhibit representative(s).

Payment Requirements: Registrations will not be processed unless it is accompanied with payment for the total amount. Make checks payable to CABE. Purchase orders should be used only when absolutely necessary and require payment within 30 days. Requisition forms and purchase orders without a number will not be accepted. A \$15 charged will be assessed on all returned checks.

Set-up Time: Set-up will be scheduled for the most appropriate time depending on the schedule of the facility. A confirmation letter depicting these times will be mailed prior to the conference.

Failure to occupy space: Any space not occupied by 9:00 a.m. the day of the conference will be forfeited by the Exhibitor, and the space may be resold, reassigned, or used by CABE without refund of rental space, unless arrangements for delayed occupancy have received prior approval by CABE.

Table Assignment: To the degree the facility permits, the exhibit area will be placed where it is predicted to have maximum traffic visibility. The locations of the tables are relatively the same in terms of exposure. Tables range in size between six to eight feet by two and one-half feet to three feet according to what is available through the facility.

Cancellations: Refunds for cancellations can be given if notification is received by at least (2) two weeks in advance of the Conference, with a \$25.00 processing fee held back.

Dismantling: Exhibitors are asked not to begin dismantling activities until the Exhibit Area closes, which is one-half hour after the conference activities end. Exhibits generally close at 4:00 unless otherwise stated.

Space Restrictions: Exhibitor's displays may not interfere with other displays or aisle ways and need to be contained on and/or within a reasonable area behind the table(s) rented.

Fire Precautions: The Exhibitor agrees to accept full responsibility for the compliance with city regulations under the Fire Code of the City in which the conference is being held.

Liability: It is agreed that the Exhibitors with their agents and representatives are independent contractors and shall assume all responsibility for any loss, damage or injury that they shall have or cause and that they shall indemnify and hold harmless, CABE, the Conference Facilities, City of location, co-sponsors, or serving agents from all liability for their materials. CABE and any cooperating agent can not assume responsibility for losses or damages. **Exhibitors are required to carry liability insurance.** CABE shall not be financially obligated or otherwise committed in the event of the meeting being canceled or deferred on account of strikes, fires, casualties, acts of God, or causes beyond its control.

Sales Policy (Purpose of Exhibits): The purpose of the exhibits is to educate the attendees of the conference, not for the sale of books or materials. However, the facilities will permit organizations/businesses with the appropriate business licenses to sell books or materials on its premises.

Amendments: Any point requiring decisions relative to the exhibits, if not specifically, covered in writing, is subject to determination by CABE. CABE shall have sole authority to interpret and enforce all Practices and Procedures contained herein; to make any amendments thereto, and to make sure further Practices and Procedures shall be necessary for the orderly conduct of the Conference. The Executive Director or his/her designee reserves the right to reject or restrict any exhibit which may be objectionable.

Rules and Regulations of the Facility: If the conference facility carries rules and regulations applicable to exhibitors, they will be seen as an addition to the above. Should any of the Rules and Regulations of the facility conflict with those of CABE, those of the facility shall supersede.