

# California Association for Bilingual Education



## 13<sup>th</sup> Annual Comprehensive Reading & Literacy for English Learners(K-6) Conference

November 15 & 16, 1999  
Long Beach Convention Center  
300 E. Ocean Boulevard • Long Beach, California



## Exhibitor Registration



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300 E. Ocean Blvd.  
Long Beach, California

### CONFERENCE INFORMATION

The California Association for Bilingual Education extends a personal invitation to join us as an exhibitor at our 13th Annual Comprehensive Reading and Literacy for English Learners (K-6) Conference. With your participation CABE seeks to familiarize conference attendees with quality materials and services available within the realm of Structured English Immersion and Bilingual Education. Exhibits should include materials for literacy in English and Primary Language. Exhibit space is limited, so register early! We look forward to having your organization or business represented.

#### Exhibit Registration

The fee for exhibiting at this two-day conference is \$150.00 per table. Please complete the attached registration form and return it to CABE with the registration fee by October 29, 1999.

#### Who Will Attend

The conference is targeted to serve the needs of Directors of Instruction, Curriculum Coordinators, Administrators, ELD/Bilingual Resource Teachers, Structured English Immersion and Bilingual Teachers (K-6), and other members of the educational community working with English learners.

#### Hotel Accommodations

Hotel accommodations can be made at The Westin Long Beach, 333 E. Ocean Blvd., Long Beach, CA 90802. For your convenience, the discounted room rates for those needing overnight accommodations is \$105.00 per night. Reservations can be made by calling The Westin Long Beach at (562) 436-3000 Monday-Friday 8:00 a.m. - 5:00 p.m. Mention that you will be attending the CABE Conference on November 15-16, 1999. Please make all reservations 2 weeks prior for guaranteed rate.



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for English Learners Conference (K-6)  
November 15-16, 1999

**EXHIBITOR APPLICATION FORM**  
*Deadline: October 29, 1999*

Check    Money Order    P.O. No. \_\_\_\_\_    American Express    Visa    Mastercard Card  
Card No. \_\_\_\_\_   Exp. Date: \_\_\_\_\_   Signature \_\_\_\_\_  
Company Name: \_\_\_\_\_   Representative: \_\_\_\_\_  
Address: \_\_\_\_\_   Telephone: \_\_\_\_\_   Fax: \_\_\_\_\_  
City: \_\_\_\_\_   State: \_\_\_\_\_   Zip: \_\_\_\_\_

In order for your application to be processed, payment must be submitted with this form. Retain a copy for your records.  
I read, understand, and agree to comply with the practices and procedures for C.A.B.E. conferences.  
Signature: \_\_\_\_\_   Date: \_\_\_\_\_

*Please complete Exhibitor Application Form and return prior to due dates listed above to:  
C.A.B.E./Para-Educator/Parent Conference Exhibits  
660 South Figueroa Street, Suite 1040 • Los Angeles, CA 90017*

**PRACTICES AND PROCEDURES**

**Contract for Space:** The receipt by C.A.B.E. 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, C.A.B.E. 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:** Registration will not be processed unless it is accompanied with payment for the total amount. Make checks payable to C.A.B.E. Purchase orders should be used only when absolutely necessary and require payment within 30 days. 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 8:00 a.m. the day of the conference(s) will be forfeited by the Exhibitor, and the space may be resold, reassigned, or used by C.A.B.E. without refund of rental space, unless arrangements for delayed occupancy have received prior approval by C.A.B.E.

**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 \$50.00 processing fee held back.

**Dismantling:** Exhibitors are asked not to begin dismantling activities until the Exhibit Area closes. Exhibits generally close at 4:00 p.m. 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, C.A.B.E., the Conference Facilities, City of location, co-sponsors, or serving agents from all liability for their materials. C.A.B.E. and any cooperating agent can not assume responsibility for losses or damages. **Exhibitors are required to carry liability insurance.** C.A.B.E. 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 C.A.B.E. C.A.B.E. 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 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 C.A.B.E., those of the facility shall supersede.

MIS#: \_\_\_\_\_   Date Recv'd: \_\_\_\_\_   For Office Use Only   Check/P.O./CC#: \_\_\_\_\_   Amount: \$ \_\_\_\_\_   Other: \$ \_\_\_\_\_



## California Association for Bilingual Education

660 So. Figueroa Street, Suite 1040

Los Angeles, CA 90017

Non-Profit  
U.S. Postage  
**PAID**  
Permit No.  
Whittier, CA

### Comprehensive Reading & Literacy for English Learners Conference(K-6)

**Exhibitor Information  
Enclosed!**

**Deadline: October 29, 1999**

( C A B E 2000

**Charting the New Millenium through a Constellation of Languages  
San Francisco, California • March 20-23, 2000**

## CABE Conferences at a Glance

**Bakersfield/Kern County** Oct. 14, 1999  
*Bakersfield Convention Center*

**San Diego/Imperial County** Nov. 5, 1999  
*San Diego Concourse*

**Los Angeles County** Dec. 1, 1999  
*Pasadena Convention Center*

**Riverside/San Bernardino** Jan. 20, 2000  
*Palm Springs Convention Center*

**Ventura County** April 4, 2000  
*Doubletree Hotel Ventura*

**Stockton/Sacramento** May 2, 2000  
*Sacramento Doubletree Hotel*

**Orange County** May 24, 2000  
*WestCoast Anaheim Hotel*

### Special Conferences

**Comprehensive Reading  
and Literacy for English  
Learners  
Conference (K-6)]** Nov. 15-16, 1999

**Books in Spanish  
for Young Readers** Dec. 11, 1999  
*Southwestern College, San Diego*

**If you need further information please call CABE at (213) 532-3850.  
You may also send us an e-mail at [info@bilingualeducation.org](mailto:info@bilingualeducation.org)**