



June 2, 2017

Dear Corporate Supporter of CEA:

The Correctional Education Association of Ohio will be holding its annual conference and training event on September 11-13, 2017 at Holiday Inn, 10630 Fremont Pike, Perrysburg, OH 43551.

“CORRECTIONAL EDUCATION – A NEW HOPE”

WHO ATTENDS?

The Correctional Education Association of Ohio membership consists of employees from the Ohio Department of Youth Services, The Ohio Department of Rehabilitation and Correction, and numerous county and community-based facilities across the state. This conference will bring together approximately 300 correctional administrators, teachers (*both academic and career technical*), guidance counselors and librarians.

BENEFITS OF EXHIBITING!

Exposure to adult and juvenile correctional educators for the state of Ohio.

Exposure to decision makers with the power to purchase materials.

Company information listed in the conference program.

Recognition at the conference.

EXHIBIT GUIDELINES:

- Space will be assigned in an exhibit area on a first-come, first-served basis.
- Space includes the purchase of one draped six-foot table and two chairs.
 - Additional tables may be purchased at an added cost (*see attached information*).
 - Contracts for space must be returned by August 1, 2017, for program inclusion.
- Electrical outlets (*please contact the hotel*).
- Free Wi-Fi throughout the hotel.

EXHIBIT HOURS:

- Exhibitor hours: Monday, September 11th 10:00 a.m. – 6:00 p.m.
 Tuesday, September 12th 8:00 a.m. – 5:00 p.m.
- There will be exhibitor breaks scheduled throughout both days.

SET-UP AND TEAR-DOWN:

- Exhibitors may SET any time after 7:00 p.m. Sunday, September 10, 2017.
- Tear-down will be after 5:00 p.m. on Tuesday, September 12, 2017

SECURITY AND LIABILITY:

- Exhibitors shall accept liability (*damage, loss, or accident*) which might ensue in connection with transfer, installation, maintenance, display or removal of exhibits.

DRAYAGE:

- If you wish to ship anything in advance, you must make your own arrangements with the hotel.
- Please clearly mark your name, the event and the event date on any shipment sent in advance.

MEALS:

- The exhibitor registration fee covers ONE designee to receive conference meals.
- Additional meal tickets may be purchased at the conference.

SPONSORSHIP:

We appreciate exhibitor sponsorships! If you would like to contribute **pens, paper pads, or door prizes, or sponsor a hospitality room and/or event**, please contact david.weibel@odrc.state.oh.us as soon as possible.

- Additional sponsorship opportunities:
 - Teacher-of-the-Year Celebration – Monday night – Band or DJ
 - Conference Bags for each attendee
 - Brownie Break
 - Game night
 - Hospitality
- **All vendors providing a sponsorship will be recognized in the program and during the conference.**

HOTEL INFORMATION:

Holiday Inn
1630 Fremont Pike
Perrysburg, OH 43551

To reserve a hotel room, please contact hotel directly at 1.419.874.3111 and let them know your reservation is in the Group Block in the name of Correctional Education Association of Ohio. To guarantee the conference rate you must make reservations by August 1, 2017.

The CEA-O organization looks forward to seeing you at the conference. If you have additional questions, please feel free to contact me via e-mail – david.weibel@odrc.state.oh.us.

Sincerely,

David Weibel

David Weibel
CEA-O Vendor Chairperson