Re: Building Relationships and Lasting Connections
17th Annual Child Care Professional Institute
Saturday, February 23, 2019
Forest Lake, Minnesota 55025

Greetings!

The 17th annual Child Care Professional Institute, sponsored by Professional Learning Alternatives, Inc. will be held on Saturday, February 23, 2019 at Forest Hills United Methodist Church, 1790 11th Street SE in Forest Lake. The Institute is designed for all early childhood and school-age professionals as well as others interested in the education and support of our children including foster and respite care providers, parents, grandparents, high school and college students, school personnel, youth leaders, etc.

As we begin our seventeenth year as a regional leader in providing excellent educational opportunities for child care professionals and youth educators of all kinds, we are planning for our annual recognition of the awesome efforts expended daily by those who are caring for our children and youth. To that end, we would like to welcome both exhibitors new to our event as well as returning exhibitors.

We invite you to participate in this event by exhibiting your services and/or products. The Exhibitor Opportunity Form describes the many options available.

In addition, returning again this year is the option to specifically direct your support toward one or more Institute instructors; or you may choose to sponsor the breakfast and/or lunch service and/or the afternoon break. Contact our office for further details.

There are several other ways you can support the important work of child care professionals as well. Several options are described below. All contributor and exhibitor names and contact information are printed in the Institute program that everyone (participants, instructors, and exhibitors) receives. Other recognition and contribution options are noted on the reverse of this letter.

Professional Learning Alternatives, Inc. is a nonprofit education and advocacy resource for caregivers, parents, and those interested in supporting the development and education of young children. We provide practical and useful learning opportunities and expert education, function as a resource and support system, and advocate for and empower the child care professional in Minnesota and the families they serve.

Remember to PLA today! With appreciation,

♫ Deb

Deb Colling
Executive Director
Deb@pla-inc.org

P.S. You may wish to promote your work at the CCPI through your own network – it will be greatly appreciated.

EIN: 41-2013323
MN Tax ID: 5998987
MN Tax Exempt: E39921

Exceptional education for child care professionals who care.
Discover the Power of PLA!
(Exhibitor) ___________________________ and Child Care Professional Institute Sponsor, Professional Learning Alternatives, Inc., agree to the following:

Exhibitor must pay non-refundable fee per table/space and program promotion requested. Each 8-foot table/space includes 2 chairs (if requested) and limited space between each exhibitor table/space; exhibitor provides own table coverings. Access to electrical outlets is limited and on a first come, first served basis; extension cords are allowed, but must be covered securely if placed in a traffic area. **Exhibitor is limited to square footage reserved. If additional space is requested and if it is available on February 23, additional fees apply and are immediately payable.**

Tables are supplied by the sponsor. Exhibitors must obtain written approval in advance to use their own tables in lieu of sponsor’s tables; exhibitor table(s) and **all display items must fit within the reserved space(s).** Tables are placed in advance and may not be moved. **No part of the exhibit may extend into the walkway or past the edges of the tables and/or spaces reserved.** Shelving or racks used by exhibitor in lieu of a table **must fit within the space(s) reserved.** Tables or platforms created from any materials (e.g., boxes, plastic containers) are prohibited unless used within a reserved space. These requirements are based on safety and traffic concerns. Exhibitor shelving may be used on the table to increase display space. **No staples, pins, adhesives, etc. of any kind may be used on the walls.**

Exhibitor products must be family- or child care-related. Only the exhibitors listed on this contract may use the exhibition table/space reserved. Exhibitors promoting the sale of family- or child-related items will have products immediately available for sale at the conference. Exceptions may be made for certain family- child-related services and products. Sponsor reserves the right to exclude certain products and services.

Tables/spaces will be reserved in the order that checks are received and verified. Tables/spaces are not guaranteed without accompanying payment. In the event that more than one exhibitor for the same product(s) applies, postmarks will determine the date of receipt. Payment will be returned to subsequent (same products) exhibitors. Sponsor is not responsible for late, lost, mutilated, misdirected, illegible, incomplete, or postage-due submissions. Returned (NSF) checks will be assessed a $40 service fee plus any bank and collection charges. **A door prize for each table/space reserved is expected.** (All registered participants are entered into a drawing that will take place during the first breakout session.) In addition, exhibitors may solicit sales or outreach leads via interaction with individual participants and offer other prize(s) as desired (e.g., drawing for product/service, catalogue mailing).

Sponsor reserves the right, at its sole discretion, to cancel this event in part or in whole should causes beyond the control of the sponsor create the necessity to do so. Fees are non-refundable.

Beverages (coffee, tea, juice) and a light breakfast are included in registration fee. Lunch is available for advance purchase. (See Exhibitor Opportunity Form.) A refrigerator and microwave are available should you elect to bring your own lunch.
Access the church using the north entrance ramp. There are no stairs; ample free parking is available. The area will be available for set-up on Friday, February 22 from approximately 5:30 PM – 7:30 PM and on Saturday, February 23 from 6:15 AM – 7:00 AM. The exhibiting areas will be open to participants on Saturday, February 23 from 7:00 AM - 1:00 PM. Breakouts are held beginning at 7:45 AM with approximately three hours of open shopping time. Exhibitors are expected to have at least one representative at their table at all times during scheduled contact times. Plan to vacate the area by 2:15 PM. Final details will be sent in mid-February; times may vary slightly from those described above.

Do not leave valuable items in the area. The area will be locked between approximately 7:30 PM Friday and 6:00 AM Saturday. Neither Forest Hills United Methodist Church nor PLA-INC. is responsible for lost, damaged, or stolen exhibition materials or personal property left on-site at any time.

**Exhibition Contract (1), Opportunity Form (2), and fees** must be received by February 8, 2019 to be listed in the Institute program. If space is not available, your contract and fees will be returned. Exhibitor fees are otherwise non-refundable. Make checks payable to Professional Learning Alternatives, Inc. or PLA-INC. Mail **Contract (1), Opportunity Form (2), and fees** to be received no later than February 8, 2019 to:

Professional Learning Alternatives, Inc.
8244 - 177th Lane
Forest Lake, MN  55025

Questions? Deb Colling
651-464-8777
Deb@pla-inc.org

All Institute correspondence will be via email whenever possible.

(PLEASE PRINT)

Organization/Business:

Contact Person:

Complete Mailing Address:

City, State, Zip:

Phone:

Fax:

Email:

Website:

Name(s) of Attending Exhibitor(s):

Exhibitor Signature

PLA-INC. Representative Signature

Date

Date

Remember to mail **Exhibition Contract (1), Opportunity Form (2), and fees** together!
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Forest Hills United Methodist Church  1790 11th Street SE  Forest Lake, Minnesota

The information below (contact person if different from below) will be published in the Institute Program. INDICATE “SAME” IF THIS CONTACT INFORMATION MATCHES THAT ON THE EXHIBITOR CONTRACT.

Business Name:

Attendee Name(s):

Address:  City:

State:  Zip:  Facebook:

E-mail:  Website:

(All Institute correspondence will be via email.)

Phone:  Cell Phone:  Phone:

Not published unless it’s your business line. Emergency use only.

Please indicate your desired recognition level(s): (Postmark determines receipt. Sponsor reserves right to edit/refuse items.)

Promotional Inserts for participant folders (Send 150 pieces of each item and payment by February 8, 2019.)

______ Bound item, up to 6 pages @ $70  ______ Bound item, 21+ pages @ $115
______ Bound item, 7 – 20 pages @ $90  ______ Bound item, over-sized @ $140

Exhibit: (2 tables/spaces maximum) Door prize expected for each table or space reserved. Payment and all (2) forms must be received by February 8, 2019 if you wish to be included in the program.

First 8-foot table $80.00 ______  First 8-foot space $80.00 ______  Additional 8-foot table $70.00 ______

Additional 8-foot space $70.00 ______  Electricity Needed? YES ______  NO ______

Sponsorships: Information available via email (Deb@pla-inc.org) after November 12, 2018.

Lunch: ______ @ $17.00 = $ ______ (Payment must be received by February 15, 2019.) (Catered hot meal. On-site purchase option is not available.)

TOTAL COST FOR ALL ITEMS: $__________

If your organization prefers to use a purchase order, please send your completed PO along with this Form and Exhibitor Contract to PLA-INC. Include anticipated payment date. (Note deadlines) Your request is not guaranteed until payment is received.

Return This Form and contract with check payable to PLA-INC. to:

Professional Learning Alternatives, Inc.
8244 – 177th Lane  Forest Lake, MN  55025

Office use only:
Postmark/Fax Date
Check #
PO #
Fee $