



TO: 2010 Spring Conference Vendors

FROM: Sheila Cantlebury  
Sarah Ressler  
Vendor Liaisons

RE: Invitation to exhibit  
OCTELA Spring Conference  
March 26-27, 2010  
Doubletree Hotel—Worthington, OH

Plans are in place for the OCTELA 2010 Spring Conference. Our theme this year is The New Literacies: Challenges and Solutions. Featured speakers will be Cinda Chima, Kevin Cordi, Sharon Flake, and Steven Layne. Please note the names of the authors' books and include these with your offerings. For more conference details, see <http://www.octela.org/newoctela/newsconf.html>

We anticipate there will be numerous requests from vendors for table space because of the nature of the conference and contracted speakers. Therefore, tables will be allotted on a first come, first served basis, remembering that our goal is to have a variety of products and materials available.

We are inviting multiple exhibitors and will assign tables **FIRST** to those vendors returning their registration information by the deadline of **February 12, 2010**. **Please return the form (see attachment) via fax or US mail NOW, even if a check has to be sent from the home office at a later time.** The important thing is to let us know if you are participating. We will send you the exhibit hours in future correspondence. The cost for the first table is \$300; each table thereafter is \$250.

As we face ever-increasing expenses, we are asking this year if you would contribute to the support of one of our speakers, sponsor a continental breakfast, or purchase advertising space in the program. These options are available in a separate attachment. Just check which option you would like and return the form by **February 12, 2010** with your check made payable to OCTELA. In return for your assistance, we will be happy to note your support in printed materials and in announcements throughout the conference. If you are able to do this, please make a **separate** support check payable to OCTELA and include it with your registration.

Please make your reservations directly at Doubletree Hotel, 175 Hutchinson Avenue, Columbus, OH 43235 (614) 885-3334. For more conference details, see the conference information available at <http://www.octela.org/newoctela/newsconf.html>. If you have any questions, please contact Sheila Cantlebury at 614.247.5056 or e-mail [scantlebury@ohiorc.org](mailto:scantlebury@ohiorc.org) or Sarah Ressler at [resslesa@dcs.k12.oh.us](mailto:resslesa@dcs.k12.oh.us) .