



May 1, 2019

Dear Corporate Supporter of CEA:

The Correctional Education Association of Ohio will be holding its annual conference and training event on September 9-11, 2019 at Kalahari Resorts & Conventions Center.

**The theme for this year's conference is:  
Correctional Education: It's More than a Job, It's an Adventure!**

#### **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 2, 2019, for program inclusion.
- Electrical outlets are available. Please advise how many outlets you will need.
- Free Wi-Fi throughout the hotel.

#### **EXHIBIT HOURS:**

- Exhibitor hours:           Monday, September 9<sup>th</sup>           10:00 a.m. – 6:00 p.m.  
  Tuesday, September 10<sup>th</sup>       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-up any time after 7:00 p.m. Sunday, September 08, 2018.
- Tear-down will be after 5:00 p.m. on Tuesday, September 10<sup>th</sup>, 2018

#### 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 **conference bags, pens, paper pads, 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
  - Game night activity or door prizes
  - Hospitality
  - BREAKFAST, LUNCH, OR DINNER MEAL FOR ATTENDEES
- **All vendors providing a sponsorship will be recognized in the program and during the conference.**

#### HOTEL INFORMATION:

Kalahari Resorts and Conventions Center  
7000 Kalahari Drive  
Sandusky, Ohio 44870

To reserve a hotel room, please contact the hotel directly at 1.877.596.4289 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, 2019.

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