

METRO SPEECH-LANGUAGE NETWORK

8/4/12

Dear Exhibitor:

The Metro Speech-Language Network would like to invite you to participate in our annual Metro Speech- Language Symposium to be held on **February 3rd and 4th, 2012**. (VENDORS WILL EXHIBIT SATURDAY, February 4th ONLY.)

We are expecting approximately 550 public school speech-language pathologists to attend this year's symposium. It is a wonderful opportunity for school-based therapists to network and preview exhibitors' selections of new therapy materials. Participants have always enjoyed vendor displays and have welcomed the opportunity to preview and purchase products.

You may participate in the Metro Speech-Language Symposium by purchasing exhibit space at the conference and/or donating an item to our silent auction. Your exhibit space may include one or more standard banquet tables with drape and skirt, and two chairs. Electrical hook-ups will be available if requested. All other equipment must be provided by you (A/V equipment, stands, signage, etc.). The fee is **\$150 per table**. Up to two complimentary boxed lunches will be available on Saturday for each paid vendor table. The exhibitor fee does not include conference registration. If you wish to attend any speaker sessions, you may register separately.

This year's symposium will be held at the **Denver Marriott South at Park Meadows 10345 Park Meadows Drive Littleton, CO 80124**.

Please make all arrangements for shipping materials and/or accommodations directly with the hotel. The hotel number is 303-728-5942.

We are also soliciting items for our fundraiser that takes place on Friday evening, February 3rd. We welcome all speech-language related materials as donations. If you are sending donated items for the silent auction, please contact me beforehand. Proceeds from the fundraiser help defray the cost of the conference so that more participants from across the state may attend. Our organization is a non-profit and your donation is tax deductible. This fundraiser has always been a major draw for conference participants.

Thank you in advance for your participation. Please check out our website: www.metrospeechlanguagenetwork.org for more details about us. If you donate an item we will advertise your website or company logo on our main page. Please note that submission of your intent to participate does not guarantee you an exhibit space; however, every effort will be made to accommodate all those wishing to attend. Vendors must first be approved by the Metro Speech Language Network Board. A confirmation letter will be sent to you by December 20th or earlier. More detailed information will be included in the confirmation letter. If you would like to send catalogues for display at the conference, please feel free to do so. There is no cost for a table if you are just sending catalogues or donating an item to the auction. Thank you!

A representative from the Metro Speech-Language Network will contact you in the next few weeks. If you are interested in participating, please fill out the vendor registration form and send to the contact below. If you have further questions, please do not hesitate to contact me:

Elizabeth Levine
eslevine@aps.k12.co.us

Your request must be submitted by December 10, 2011.

Sincerely,

The Metro Speech-Language Network