

Celebrating Connections 2017
Making Every Connection Matter

M E M O R A N D U M

TO: Persons Addressed

FROM: Ginger Huffman, Conference Committee Chairperson
LeAnn Murray, Conference Coordinator

SUBJECT: Celebrating Connections Early Childhood Conference Exhibitor Registration

DATE: November 28th 2016

On behalf of the Celebrating Connections Conference Committee, we would like to extend an invitation to you and your organization to participate in our 20th Annual Early Childhood Conference Celebrating Connections "Making Every Connection Matter" scheduled for April 4-7th, 2017 at the Charleston Civic Center in Charleston, West Virginia. Last year, we had over 1,500 participants, and we are expecting the same or more participation this year from the early childhood community.

The Celebrating Connections Conference is an interagency effort jointly sponsored by the West Virginia Department of Education, Office of Special Programs, Office of Early Learning; West Virginia Department of Health and Human Resources, Bureau for Children and Families, Division of Early Care and Education; Bureau for Public Health, Office of Maternal, Child and Family Health, WV Birth To Three and WV Home Visitation Program; and the WV Head Start State Collaboration Project. Conference participants include regular and special education educators, early intervention programs, families, Head Start, public and private preschools, child care organizations, family child care providers, therapists, health care providers, social workers, and anyone else interested in the early care and education of young children.

This conference will provide an opportunity for your representative(s) to meet individuals from the early childhood community and inform them of the products and/or services available through your organization.

This year we are "spotlighting" the vendors in a variety of ways to increase opportunities for participants to visit the vendor/exhibit area. The "spotlights" will include the following:

1. Exhibit area open during the entire conference;
2. Participant Networking Lunch (by individual purchase) available in the exhibit hall;

3. 20th Anniversary Celebration and Information presentation at lunch on Thursday and Friday in the back of the exhibit hall;
4. Make It Take It sponsored by vendors;
5. New and exciting exhibitors
4. Vendor sponsored door prizes;
5. All refreshments for conference participants will be available in the exhibit hall.

The "Make It Take It" activity sponsored by the vendors will encourage participation in the vendor area. Those vendors sponsoring this event will get a 10% discount off their total cost.

We would also like to encourage vendors to have "freebies" for conference participants. We are using the theme, "Making Every Connection Matter", for the conference. If possible, we encourage the vendors to join us in reinforcing this through related themes.

Interested vendors should plan to arrive on Tuesday, April 4th, to set up between 11:00am - 4:00pm (exhibit hall will open at 7:30am on Wednesday). The size of the booth is 10'X10' and comes with a table, two chairs, table linens, and drapes. Cost for the vendors will be \$250.00 for a premium booth space (down the center aisle) and \$225.00 for a regular booth space (on the outside aisles). Booths for non-profits are \$50.00. Additional costs for extra items are a table for \$25.00, carpet for \$40.00, and electricity for \$25.00. Wireless internet is available for purchase through the Charleston Civic Center website while at the conference.

Exhibits will be open to the public during the following hours:

Wednesday, April 5, 2017 -	7:30am - 4:30pm
Thursday, April 6, 2017 -	7:30am - 5:00pm
Friday, April 7, 2017 -	7:30am - 3:30pm

If you cannot participate in this year's conference, we hope to see you next year.

Please return registration with payment to:

WVECTCR

ATTN: LeAnn Murray

611 Seventh Ave Suite 322

Huntington, WV 25701

FAX: (304) 529-2535

Registration is on a first come, first serve basis. Booth spaces will be assigned in the order in which they are received. We cannot guarantee specific booth spaces. Registrations should be received by **February 28th, 2017**. If you have questions, please call LeAnn Murray at (304) 529-7603 or (888) 983-2827 or by e-mail at lmurray@rvcds.org.