



Call for Exhibitors
2009 Celebrating Cultural Harmony Professional Development Institute!
November 18 - 20, 2009; Crowne Plaza Hotel, 201 S. Shackleford, Little Rock, Arkansas

The *Welcome the Children - Celebrating Cultural Harmony Professional Development Institute* is a unique opportunity for both non-profit and for-profit vendors to share information and products that relate to our changing cultural landscape in Arkansas and across the country.

Welcome the Children – Celebrating Cultural Harmony is the fourth annual professional development event on culture sponsored by the University of Arkansas for Medical Sciences (UAMS) Partners for Inclusive Communities. Planning co-sponsors include the Arkansas Department of Human Services, Division of Child Care and Early Childhood Education the University of Arkansas at Little Rock, UAMS Head Start/Early Head Start; and the AR Head Start State Collaboration Office. This event will bring together an anticipated 300 professionals, child care providers, students and individuals representing various cultural and ethnic groups to share knowledge and improve cultural harmony.

The *Welcome the Children Celebrating Cultural Harmony Professional Development Institute* is being held at the Crowne Plaza Hotel. This recently renovated, upscale hotel is located in West Little Rock near I-630 & I-430 at Markham and Shackleford. Shuttle service is available to the Little Rock National Airport and the downtown River Market District. Check out their website for directions and a map, a list of the hotel's exceptional amenities, and local attractions <http://www.crowneplazalittlerock.com/index.php>.

Please make your room reservations directly with the hotel at 501-223-3000. Please mention the *Welcome the Children Celebrating Cultural Harmony Institute* when making your reservations to be eligible for the **\$109 per night** (plus tax) special rate (same rate for up to 4 people).

This special rate **expires on Tuesday, October 27, 2009.**

Don't Miss Out! Reserve Your Exhibit Space Today!

Exhibit Space:

Each exhibitor is furnished one 6' X 30" skirted table and two chairs or two 6' X 30" skirted tables and four chairs. Some spaces will include electrical connections. Free wireless Internet connection is available in the exhibit area.

Exhibit Space Available	Non-Profit Organization * (Includes <u>one</u> Wednesday luncheon ticket)	Non-Profit Educational Display from Institute ** Registrant	For-Profit Business (Includes <u>two</u> Wednesday luncheon tickets)
Single table	\$75	\$40	\$150
Double tables	N/A	N/A	\$250
Corner Space (flexible arrangement)	N/A	N/A	\$450
Electrical Connection	\$10	\$10	\$10

* Additional luncheon tickets may be purchased at \$20 each – see Exhibitor Agreement form on page 3.

** Meals are included with full Institute registration.

All exhibit space assignments will be made on a first come, first served basis. Exhibit registrations include: exhibit table space, acknowledgement in program, and break refreshments.

We are committed to providing opportunities for diverse groups to share information at this event. If your organization does not have funds allocated for exhibit space and you would like to share your information, please contact us.



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Crowne Plaza Hotel, Little Rock, Arkansas, November 18 - 20, 2009
Call for Exhibitors – Submission Deadline September 30, 2009**

Exhibit Schedule:

Set up Exhibits	7:00 p.m. – 9:00 p.m., Tuesday, November 17 th OR 6:00 a.m. – 8:00 a.m., Wednesday, November 18 th
Opening of Exhibits with Refreshments	8:00 a.m. Wednesday, November 18 th
Special Exhibitor Networking Session	2:00 p.m. – 2:30 p.m., Wednesday, November 18 th
Display of Exhibits	8:00 a.m. – 4:00 p.m., Wednesday, November 18 th 7:30 a.m. – 3:30 p.m., Thursday, November 19 th
Dismantling of Exhibits	3:30 p.m. – 5:30 p.m., Thursday, November 19 th



Special Invitation: Get your tickets for the luncheon on Wednesday, from 12:30 – 2:00, and immediately following lunch you are invited to showcase your organization at a Special Exhibitor Networking Session from 2:00 p.m. – 2:30 p.m. in the Exhibits area. Door prizes will be presented!

What and Where to Submit:

To insure that you are recognized in the program, please complete and sign the attached exhibitor agreement and return it along with your check or money order **by September 30, 2009**. We accept checks, money orders and purchase orders.

Checks and money orders should be made payable to: **UAMS Welcome the Children**. We apologize for any inconvenience, but we are unable to accept cash or credit cards.

Mail Completed Agreement and Payment To:

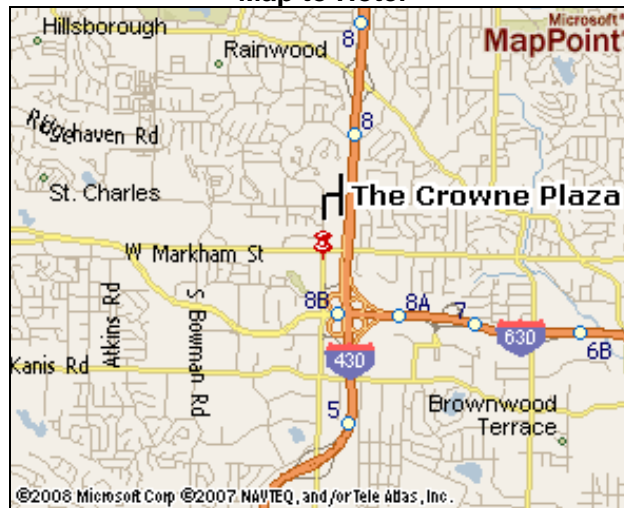


**Welcome the Children Celebrating Cultural Harmony
ATTN: Darlene Kurtz
Partners for Inclusive Communities
2001 Pershing Circle, Suite 300
North Little Rock, AR 72114**

For questions regarding exhibit space, please contact:

Darlene Kurtz, kurtzdarlenej@uams.edu; 501-526-6885(direct voice); 1-800-342-2923 (V/TDD); 501-682-9902 (TDD)

Map to Hotel



Please keep the first two pages (pages 1 and 2 of this document) for your records. The following two pages should be completed and returned.



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Welcome the Children Celebrating Cultural Harmony Exhibitor Agreement (page 1 of 2)

Company or Organization Name (as it should appear in the program):

Address (to send information) _____

City _____ State _____ ZIP _____

Contact Person _____ Phone Number _____

Fax _____ E-Mail _____

Website Address _____

Product(s) / Services _____

Please provide a **brief description of your organization and the purpose of the exhibit.** You may either use the space below or attach it as a separate document. Please limit your description to 75 words.

I wish to donate a door prize _____

Exhibit Space Requested (please check appropriate boxes):

Non-Profit Organization

- Single table space – **\$40** - Educational Displays from Institute registrants
- Single table space – **\$75** - Non-Profit Organization not registered for Institute (includes luncheon ticket for one exhibitor – purchase additional tickets below)
- Electrical Outlet Requested - **\$10**

For Profit Business (each category includes luncheon tickets for two exhibitors)

- Single table space – For-Profit Business - **\$150**
- Double table space – For-Profit Business - **\$250**
- Corner Space – For-Profit Business - **\$450**
- Electrical Outlet Requested - **\$10**

Check, money order or purchase order must accompany registration. Payment should be made to: UAMS Welcome the Children.

Compute Costs:

Exhibit Fee \$ _____
 Electrical Outlet \$ _____
 Additional lunches @ \$20 each \$ _____
Total amount included \$ _____

- Check / Money Order Enclosed**
- Purchase Order #** _____

The UAMS Federal Tax ID (EIN) number is 71-6046242. (Arkansas State agencies, please call 501-682-9900 or 1-800-342-2923 if you need the appropriate vendor number.)



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Contact Information for Exhibitor:

Name _____ Title _____
 Company or Organization _____
 Department _____
 Address Line 1 _____
 Address Line 2 _____
 City _____ State _____ Zip / Postal Code _____
 Phone _____ Fax _____
 Email _____
 I will attend the luncheon on Wednesday, Nov. 18th I prefer a vegetarian meal
 I have the following food allergies _____

Contact Information for Additional Exhibitor:

Name _____ Title _____
 Company or Organization _____
 Department _____
 Address Line 1 _____
 Address Line 2 _____
 City _____ State _____ Zip / Postal Code _____
 Phone _____ Fax _____
 Email _____
 I will attend the luncheon on Wednesday, Nov. 18th I prefer a vegetarian meal
 I have the following food allergies _____

Liability and Insurance:

Exhibitors wishing to insure their goods must do so at their own expense. Efforts will be made to secure the exhibit room when not in use and the room will be locked overnight. However, the exhibitor understands and agrees that the Institute sponsors and hotel are not responsible for the loss or damage to any goods or equipment exhibited in the allotted space or while in transit to or from the building.

My signature below verifies that I have the authority to act on behalf of this company / organization in agreeing to exhibit at the Welcome the Children Celebrating Cultural Harmony Institute and hereby agree to the terms outlined in this document.

Name (Please Type or Print)	Title
Signature	Date

Auxiliary Aids and Services
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We are committed to providing program access for persons with disabilities to insure full participation. This is accomplished by holding meetings and conferences in accessible locations and through the provision of auxiliary aids and services (i.e. interpreters, adapted materials). Persons with disabilities who require auxiliary aids and services please notify Darlene Kurtz at 501-526-6885 (direct voice); 1-800-342-2923 (V/TDD); 501-682-9902 (TDD); or kurtzdarlenej@uams.edu at least one month prior to the event to insure appropriate accommodations.