



*University of Arkansas
Region VI Rehabilitation
Continuing Education Center
PO Box 1358, Building # 35
Hot Springs, AR 71902-1358
(501) 623-7700 Voice
(501) 609-0710 TTY
(501) 624-6250 Fax
www.rcep6.org*

September 27, 2005

Re: Soliciting Your interest in Event Sponsorship and/or Exhibit Space

The U. S. Department of Education, Rehabilitation Services Administration in cooperation with the University of Arkansas Region VI Rehabilitation Continuing Education Center (RRCEC) is extending this invitation to sponsor and/or exhibit at the third National Training Conference for State Coordinators and Related Professionals Serving Individuals Who are Deaf, DeafBlind, Hard of Hearing and Late-Deafened. The conference theme is "Partners Building Bridges for Effective Transitions: Moving On Up".

The conference will be held at the Lodge at Woodcliff Conference Center in Fairport/Rochester, New York from May 22 – 24, 2006, and is expected to draw over 200 participants, including national leadership from both public and private sectors as well as professionals in the 80 VR state agencies nationwide who are in decision making positions relative to enhancing Vocational Rehabilitation (VR) services for individuals who are Deaf, DeafBlind, Hard of Hearing and Late-Deafened.

Exhibit space is limited, so participation will require your timely response. Details on sponsorship levels and potential exhibits are contained in the enclosed Event Sponsorship and Exhibit Space Form attachments.

We trust that your organization wishes to be among the very select group to sponsor and/or exhibit at this exciting conference activity.

Please review the enclosed explanatory materials and respond as soon as possible, to assure your participation.

Questions may be directed to Judy Garrett via phone (501) 623-7700, TTY (501) 609-0710 or email JGarrett@rcep6.org at the University of Arkansas RRCEC.

Thank you in advance for your sponsorship and interest.

Sincerely,

**Judy Garrett
Event Coordinator
University of Arkansas
RRCEC**

**Enclosures: (3) Event Sponsorship and Exhibit Space Reservation Form
 Event Sponsorship Opportunities
 Equipment Rental Form**

EVENT SPONSORSHIP AND EXHIBIT SPACE RESERVATION FORM

A National Training Conference for State Coordinators and Related Professionals Serving Individuals who are Deaf, Deaf-Blind, Hard of Hearing and Late Deafened

Partners Building Bridges for Effective Transitions: Moving On Up

The Lodge at Woodcliff, Fairport/Rochester, New York

800-365-3065

May 22 – 24, 2006

Exhibit Rates: The costs for exhibit space are shown below. Due to limited space availability, your early response is encouraged as space will be assigned on a first come, first served basis.

Exhibit Hours: Exhibits may be placed on-site Sunday afternoon (May 21th) from 2:30pm to 4:30 pm. Exhibits will be open to attendees on Monday from 8:00 am to 7:00 pm, on Tuesday from 8:00 am to noon, and on Wednesday from 8:00am to 3:00pm. Exhibits must be broken down by 5:00p.m. Wednesday, May 24th. Times may be subject to change.

Exhibit Space: EACH EXHIBITOR WILL RECEIVE:

- **One 6 ft. table** with skirt and two side-chairs
- **One Complimentary Pass** to attend conference sessions including breakfast, all breaks and Lunch*
- **Listing in the Program Book** (If photo-ready copy received by **3/01/06.**)

*Additional persons must register for the Conference.

Conference Registration Fee: \$250 Early Bird (\$350 after April 30, 2006)

Conference Rates: Our attractive conference center room rate, \$108 + tax, and registration package rates will apply to all exhibitors and their families. Room reservations should be made directly with the **Lodge at Woodcliff Conference Center, 199 Woodcliff Drive, Fairport, New York 14450. The telephone number is 800-365-3065.**

Accessibility: All handout materials are required to be in Accessible formats to accommodate all of our participants. If printed handouts are provided, you will be required to provide Braille and Large Print materials as well. CDs or diskettes are also recommended. All videos must be captioned. We will refuse the use of handouts and/or videos, if alternative formats are not provided.

Event Sponsors: Please see additional enclosure for event sponsorship options.

Please complete the following. Please check appropriate box.

Name of Attendee	Platinum Sponsor	
Company Name	Gold Sponsor	
Address	Silver Sponsor	
Phone Fax	Bronze Sponsor	
Email		

If you are bringing audio visual equipment or renting audio visual equipment from the hotel, please complete the enclosed Equipment Rental Form. Please total sponsorship fees and any equipment fees that apply:

Total Enclosure \$ _____

Remember – A limited number of Exhibit spaces are available, so register today! Your payment should be made by check payable to University of Arkansas RRCEC. Return completed form with payment c/o Judy Garrett, PO Box 1358, Building # 35, Hot Springs, AR 71902 or fax to 501-624-6250. Questions? Contact Judy Garrett at 501-623-7700 or TTY 501-609-0710.

Thank you for your support. We look forward to your participation.



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Event Sponsorship Opportunities Due by April 15, 2006

PLATINUM Sponsor \$5,000 +

- 2 Exhibit Tables in Premier Exhibit Area with Platinum skirt
- 2 Conference Registrations
- Recognition in program as Platinum Sponsor
- Opening Session Photo Opportunity with VIP
- Full Page advertisement in Conference Program**
- Guaranteed lodging at Conference Site *
- Your monetary contribution will be used to sponsor an additional workshop or an after hours reception. Appropriate signage will be displayed.

*A room will be held for a limited time only. Please contact Judy Garrett at 501-623-7700 or by email at jgarrett@rcep6.org by March 1, 2006 to make reservation. Individual is responsible for payment of sleeping accommodations. This is a guarantee of space only.

GOLD Sponsor \$2,000

- 1 Exhibit Table in Premier Exhibit Area with Gold skirt
- 2 Conference Registration
- Recognition in program as Gold Sponsor
- Three-quarter page advertisement in Conference Program**
- Opening Session Photo Opportunity with VIP

SILVER Sponsor \$1,000

- 1 Exhibit Table in Exhibit Area with Silver skirt
- 1 Conference Registration
- Recognition in program as Silver Sponsor
- One-half page advertisement in program book**
- Opening Session Photo Opportunity with VIP

BRONZE Sponsor \$500 - \$750

- 1 Exhibit Table in Exhibit Area with Bronze skirt
- 1 Conference Registration
- Recognition in program as Bronze Sponsor
- One-quarter page advertisement in program book**
- Opening Session Photo Opportunity with VIP

**** (Photo-ready copy must be received by 3/01/06)**

Equipment Rental Form

The Lodge at Woodcliff Conference Center Media Service

Please note these services must be ordered in advance, as the services and/or equipment may not be available the day of the event.

The exhibit area offers free internet access for wireless users. If you require a cable for internet access, the fee will be \$20.00.

All Prices are Subject to a Taxable 20% Service Charge

Miscellaneous:

Extension Cord	\$5
Carts	\$10
Power Strip	\$5
Press Malt	\$50

Video Rental:

Camcorder	\$110
Laptop Computer	\$150
27" TV/with VCR	\$130
27" TV	\$85
32" TV	\$120

Firm Name	
TV _____ <input type="checkbox"/>	
VCR _____ <input type="checkbox"/>	
TV/VCR Combo _____ <input type="checkbox"/>	\$
Extension Cord Quantity:	\$
Power Strip Quantity:	\$
Bringing Own Equipment (Please Specify)	\$
Other (Please Specify)	\$
Audio Visual Subtotal	\$
Audio Visual Subtotal X 15%	\$
Audio Visual Total	\$

Equipment Rental Form

***Due to limited space, equipment not listed will require special consideration. Please let us know by February 1, 2006.**