

Dear Vendor Friends,

***You are invited to display and sell your goods at the
2009 Parent Child Preschools of Oregon Early Childhood Education Conference***



This year's conference will be held **on Saturday, February 28th** at the **Athey Creek Middle School in West Linn, Oregon**. The school is located at 2900 SW Borland Road, just ½ mile from the Stafford Road exit off of I-205. This years Conference Keynote and theme is: ***Together for Children: Parents and Teachers Will Make a Difference.*** **Keynote presented by Dr. Randy Hitz.**

The Vendor tables are approximately eight feet long and must be reserved. The cost for one table is \$45. Additional tables may be reserved for \$20 each. Tables may be used to sell and/or display items or information and must be attended by the vendor. We do not supply table coverings and you are encouraged to bring your own. We ask that you do not bring your own tables. *Space is limited, and reservations will be taken on a first come, first serve basis.* An attempt will be made to avoid duplicating vendors. **Please mail your reservation form and payment no later than February, 16th 2009.** We will be offering a turkey salad or vegetarian pita and a ham/turkey/cheese sandwich lunch at a cost of \$7.50 per box. If you would like to receive a boxed lunch please include your choice on the reservation form enclosed. Once your registration form and payment have been received a confirmation letter and detailed information will be sent to you.

This year we are offering non profit businesses (501c3) who are wanting to participate but not selling any items a half table rate of \$10. This table would be shared with another non profit business and only informational handouts would be allowed.

PCPO is a non-profit organization of more than 55 cooperative preschools and kindergartens and has approximately 2,100 member families and teachers. We expect close to 300 parents and teachers of preschool age children to attend this conference. PCPO is an affiliate of Parent Child Preschools International and shares the philosophy that children, parents and teachers go to school together, each learning from the other.

As an additional feature of the conference, all attendees will receive a registration bag when they check in. It will include a list of participating vendors. This list will include your company or organization's name and a brief description of your product or service.

Vendors are also invited to advertise in the registration bag for 50% off the standard rate. For a \$25 fee, you can insert a flyer, brochure, coupon, or any advertising materials (8.5 x 11 maximum) in each registration folder. **If you are interested in this option, payment and 300 copies of materials you wish to include must be received by February 21, 2009.**

If you have any questions please feel free to contact me by phone or by email.

Sincerely,

Cathy Vause
PCPO Conference Vendor Coordinator
West Linn Community Preschool
5933 Holmes St.
West Linn, OR 97068
(503) 657-5050 or vauseclv@aol.com

<u>Tentative Conference Schedule</u>	
7:00 - 8:00	Vendor Set up
8:15 - 9:00	Registration/ Vendors open
9:00 - 10:30	Welcome and keynote address by
10:45 - 12:15	Morning workshops
12:15 - 1:30	Lunch and time to visit Vendors
1:30 - 3:00	Afternoon workshop
3:00- 3:30	Vendors remain open



PCPO Conference Vendor Table & Lunch Reservations

Saturday February 28th 2009
Athey Creek Middle School
West Linn, Oregon

Name of Organization: _____

Address: _____

Contact Person: _____

E-Mail Address: _____

Nature of Business: _____

Telephone (Day/Eve): _____

➤ **Number Of Tables Reserved:** _____

(\$45 for the first table, \$20 for each additional table, non Profit 501c3 only - \$10 per half a table.
Please note that table coverings are not included.)

Special Needs: _____

➤ **Optional - Attendee Registration Bag Advertisement fees:**

- Vendor - 50% off the standard rate \$25
- Non-Vendor – standard rate \$50

➤ **Total Fee Enclosed (Tables + Advertisement =): \$** _____
(Checks made out to PCPO please)

➤ **Interested in donating an item to be raffled off to the attendees?** Yes No
If yes, thank you and what would you like to raffle off?

Return Form and Payment To:
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