



January 2012

*You are invited to the 2012 Parent Child Preschools Organization
Early Childhood Education Conference*

Dear Vendors,

This year's conference will be held **on Saturday, March 3rd at 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 year's conference theme is: **Building Lifelong Learners. Responding to participants' feedback, we will be offering 3 workshops. Again this year, the vendor area will be located in the school cafeteria; increasing your visibility to the attendees.**

The vendor tables are approximately eight feet long and must be reserved. Reservations are \$30/table. This fee is non-refundable. Tables may be used to sell and/or display items or information and must be attended by the vendor throughout the length of the conference. PCPO is not responsible for lost or damaged items. 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 served basis.* An attempt will be made to avoid duplicating vendors. **Please mail your reservation form and payment no later than February, 11th 2012.** We are using a new caterer for lunches this year at a cost of \$10.00 per lunch. 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 \$15. 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 60 cooperative preschools and kindergartens and has approximately 2,100 member families and teachers. We expect close to 250 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 packet 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.

As a vendor, you are invited to bring your own promotional materials to display at your respective vendor table(s). Suggested number of copies is 250.

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

Conference Schedule	
7:00 – 8:00	Vendor Set up
8:15 – 9:00	Registration/ Vendors open
9:00 – 9:10	Welcome
9:20 – 10:50	Workshop Session 1
10:50 – 11:00	Break
11:00 – 12:30	Workshop Session 2
12:30 – 1:30	Lunch/Vendor Displays (can leave after 1:30)
1:30 – 3:00	Workshop Session 3