

June 2015

Dear Potential Exhibitor:

I am thrilled that you are considering being our Exhibitor for the 2015 GATESOL Conference! This year’s theme is “Teaching and Learning: Hand in Hand.” We hope that you join hands with us in creating a conference that is conducive for our educators and learners to network among fellow advocates. We will hold our conference October 29-30, 2015 at the Crown Plaza Ravinia at the Perimeter in Atlanta. Over 400 conference attendees come from various backgrounds: K-12, Higher Education, Intensive English Program (IEP), Adult Education, Building and District-level Administrators, retired educators, college/university students, etc. This eclectic group of individuals from various counties in Georgia, many states in our Nation, and from all corners of the world join us to hear from renowned researchers, theorists, and key figures knowledgeable about the field of English language learning and related topics. We look forward to adding you to our esteemed conference participants!

Let us work with you to help you share your products and business ventures with our conference attendees! Please complete the following tasks to ensure your place for our event:

1. Complete the online Exhibitor registration (when opened) via our website: [www.gatesol.org](http://www.gatesol.org)
2. If you also wish to be a presenter, please submit your proposal by July 31, 2015 AND complete a regular registration (when opened) via our website.
3. Read the guidelines as outlined by our conference location (hotel), and let me know how I might further accommodate you and your needs.

As time winds down and spaces fill up, I will be monitoring our Exhibitor registration process. As you establish your schedule and know your travel plans, plan on making hotel reservations as soon as you can, as preferred hotel rooms and spaces fill up quickly. I will share more details about the exhibitor spaces at a later date.

I invite you to consider donating a product as a door prize (complete Donation form). Our Conference Team and other volunteers will distribute tickets to all registrants, and their numbers will be drawn at random for a chance to win some excellent prizes! If you wish to become a Sponsor, contact Jeff Terrell (jterrellgatesol@yahoo.com). If you wish to place an Ad in our Program, contact Cherrilynn Woods-Washington ([gatesolwashington@gmail.com](gatesolwashington%40gmail.com)) for pricing and other details.

Feel free to share any questions or concerns using my following contact information:

Kendra M. Castelow

kendracastelowgatesol@gmail.com

478-396-1365 (call or text)

I look forward to working hand in hand with you and your colleagues as we educate all about the purpose and power of networking, advocacy, and increasing English language proficiency!

Your Liaison,

Kendra M. Castelow

Exhibitor Liaison

2015 GATESOL Conference

“Teaching and Learning: Hand in Hand”



# General Additional Guidelines According to Hotel

* The exhibit space must be cleared by 5:00PM EST on Friday, October 30, 2015.
* If you need to ship any boxes or materials prior to the conference dates, please notify Jeff Terrell ([jterrellgatesol@yahoo.com](jterrellgatesol%40yahoo.com)), Conference Chair. Indicate the type of box (es) and the number of boxes the Hotel is expected to receive.
* Boxes are to be sent no earlier than Tuesday, October 27, 2015.
* Charges for storage at the Hotel are as follows:
	+ $3.00 per box
	+ $35.00 per case
	+ $50.00 per pallet
	+ $3.00 per pound for boxes over 50 pounds
* Label boxes as follows:

Crowne Plaza Atlanta Perimeter at Ravinia

4355 Ashford Dunwoody Road

Atlanta, GA 30346-1521

Hold for Arrival: GATESOL (Georgia Teachers to Speakers of Other Languages)

Jeff Terrell

October 28, 2015

CMD/CMM

“Teaching and Learning: Hand in Hand”