

## EXHIBITOR/ADVERTISER INFORMATION



The Southwest Consortium of Indian Head Start Programs enthusiastically invites you to participate in our *42nd<sup>th</sup> Native American Child and Family Conference*. As a vendor who does business with our programs, we are announcing the opportunity for you to exhibit at the Conference, purchase advertising space in the Conference program and donate to Conference activities. We are expecting approximately 400 participants from Indian Head Start and Child Care programs representing the entire nation.

### LOCATION

The Conference will be held at the Isleta Resort & Casino, 11000 Broadway SE, Albuquerque, NM 87105 from March 18-21, 2024.

### SET-UP/TEAR-DOWN

Exhibit areas may be set up on Sunday, March 17 at 12:00 p.m. Tear-down must be completed by Thursday, March 21, at 5:00 p.m. Check with the hotel for assistance with moving/shipping boxes and related supplies.

### DISPLAY TIMES

Monday, March 18	8:00 p.m. - 5:00 p.m.
Tuesday, March 19	8:00 a.m. - 5:00 p.m.
Wednesday, March 20	8:00 a.m. - 5:00 p.m.
Thursday, March 21	8:00 a.m. - 4:00 p.m.

### FEES

Vendor/Exhibit fee is \$600.00 for Corporate Vendors and \$125.00 for Native/Non-profit Vendors for one 6' skirted table and 2 chairs. Additional tables will cost \$75.00 each.

If you will require audio/visual equipment, electrical outlets or cords or any additional equipment, you will be responsible for contacting the hotel.

We are requesting that each Vendor donate 1 door prize or auction item for the Conference.

### SHIPPING

If you are shipping materials to the hotel, please schedule materials for arrival no earlier than Friday, March 15, due to limited storage space at the hotel. The hotel charges per box for receiving and storage of boxes. You are responsible for covering these costs.

Send boxes to the following address and use the same distinguishable label on each box.

EXHIBITOR: Your Name  
Isleta Resort & Casino  
11000 Broadway SE  
Albuquerque, NM 87105  
505-848-1999  
Hold for Southwest Consortium of Indian Head Start Programs  
Conference, Monday, March 18, 2024

## SECURITY NOT PROVIDED

Exhibitors are not required to remain at tables for the entire display time, especially when participants are in sessions. However, security and daily/overnight storage will not be provided, so items of value should not be left unattended.

## HOTEL ARRANGEMENTS

**Hotel Deadline: Wednesday, February 14**

A block of sleeping rooms has been reserved at the Isleta Resort & Casino at a rate of **\$141 plus Room Tax: 6%**. To secure the special rate call (877) 747-5382 reservation code SWC0324 or reserve online [Room Reservation](#). You will be asked to provide a credit card to guarantee your reservation.

Cancellation policy for reservations is 72-hours prior to the date of arrival. All reservations that are cancelled less than 72 hours prior to the date of arrival will be charged the first night's room and tax as penalty. The deposit will be forfeited for all no-show reservations.

## ADVERTISEMENT OPPORTUNITIES

If you are unable to attend the Conference or would like to have additional advertising of your company, please consider purchasing an ad to be in the Conference program. See application for additional information.

**PLEASE NOTE: PAYMENT MUST ACCOMPANY YOUR APPLICATION.**

**We look forward to seeing you at our Conference!**

# EXHIBIT/ADVERTISING SPACE APPLICATION

**Submit by February 9, 2024**

Name (as on namebadge): \_\_\_\_\_

Additional Namebadges: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## **EXHIBIT SPACE**

*We would like the following type of exhibit space (please check appropriate space):*

<input type="checkbox"/>	\$600	Exhibitor space w/ table – Corporate Vendor	<input type="checkbox"/>	\$75	Additional table (limit 1 per vendor)
<input type="checkbox"/>	\$250	Exhibitor space w/table – Non-profit	<input type="checkbox"/>		
<input type="checkbox"/>	\$125	Exhibitor space w/ table – Native Vendor	<input type="checkbox"/>		
<input type="checkbox"/>	\$100	Display space w/ table at Conference (not staffed)	<input type="checkbox"/>		

## **ADVERTISING SPACE**

*We would like the following type of advertisement (please check appropriate space):*

<input type="checkbox"/>	\$50	¼ page (3.7" x 4.9")	<input type="checkbox"/>	\$300	Inside front cover – full page color *
<input type="checkbox"/>	\$100	½ page (7.5" x 4.9")	<input type="checkbox"/>	\$300	Inside back cover – full page color *
<input type="checkbox"/>	\$150	Full page (7.5" x 10")	<input type="checkbox"/>		

*\*For advertisements on the front/back covers, please contact Kristi at 405-360-2919 to determine availability.*

**Please email ad copy to [kristi@threefeathersassoc.com](mailto:kristi@threefeathersassoc.com)** - File submission is requested in the following formats: jpg, pdf, or Microsoft Word. **All ads will be printed in grayscale unless on inside cover.**

***NOTE: All ads must be received at the SWC Office by February 18, 2024.***

## **PAYMENT INFORMATION**

**PAYMENT MUST ACCOMPANY YOUR APPLICATION. Due to limited space, we cannot reserve tables without payment.**

Make checks payable to:

Southwest Consortium  
P.O. Box 5508  
Norman, OK 73070

QUESTIONS? Call or Fax Teri Stringer  
Phone: 405-360-2919  
Fax: 405-360-3069

Credit card users please complete the following:     Visa                     MasterCard                     Amex

Account number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_ Card Security Code: \_\_\_\_\_

Signature \_\_\_\_\_ (Required)

This program will be distributed to approximately 400 Head Start/Early Head Start program staff attending our March 18 – March 21, 2024 Conference. Your contribution is considered a donation to the Southwest Consortium of Indian Head Start Programs, Inc., a 501(c)(3) non-profit corporation. Thank you for supporting our non-profit, educational endeavor! (EIN # 85-0343380)