



CEA Region 5 Conference – 2011 Vendor Contract

Monday, October 10th - Wednesday, October 12th, 2011

Paragon Hotel and Resort

711 Paragon Place ~ Marksville, LA 71351

www.paragoncasinoresort.com

Resort: (800) 946-1946 ~ Convention Sales: (318)240-6310 ~ FAX: (318)253-2033

Please print information exactly as it should be listed in the conference program & displayed on vendor signs. Attach a company logo, if you would like for it to be included on vendor signs.

COMPANY: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

1. COMPANY REPRESENTATIVE: _____

2. COMPANY REPRESENTATIVE: _____

CONTACT PHONE NO. _____ EMAIL: _____

Full payment must accompany this contract. CEA Tax ID #73-1531631

The vendor fee will entitle the vendor to one conference registration, which includes meal functions. Vendor will be responsible for the security of their sites. Some vendor-sponsored events are limited by the number scheduled; therefore, sponsorship requests will be honored on a first-come-first-serve basis. Sponsorship requests which cannot be accommodated will be satisfied with a comparable event(s), as decided by the CEA Conference Committee.

Description	Quantity	Unit Cost	Total Amount
6' Table + 1 Conference Registration	1 (minimum)	\$350.00	\$350.00
Additional Company Representative Registration		\$180.00	
Additional Table in Vendor Area		\$75.00	
Electricity Needed in Vendor Area		\$75.00	
Monday Opening Dinner Co-Sponsor (2 Max)		\$625.00	
Monday Opening Dinner Full Sponsor		\$1250.00	
Tuesday Break Co-Sponsor (4 Max)		\$300.00	
Tuesday Break Full Sponsor		\$1200.00	
Tuesday Buffet Lunch		\$1000.00	
Wednesday Breakfast/Brunch Co-Sponsor (2 Max)		\$625.00	
Wednesday Breakfast/Brunch Full Sponsor		\$1250.00	
Monday Keynote Speaker Sponsor		\$500.00	
Monday & Tuesday CEA Members Hospitality Room Sponsorship (The sponsor of the hospitality room should make a check payable to <i>Paragon Resort</i> – Inquires regarding this sponsorship can be made to kbarnette@corrections.state.la.us)		\$800.00	
TOTAL PAYMENT ENCLOSED		\$	

All payments must be received by September 1, 2011 for program inclusion. Unless otherwise indicated, all checks or money orders must be made payable to **CEA Region 5**.

Vendor set-up – Monday, October 10, 2011 beginning 10:00 am
Vendor disassemble – Wednesday, October 12, 2011 by 11:00 am

Vendor Authorized Signature

Date

Please submit your completed “CEA Region 5 ~ 2011 Vendor Contract” Form to:

CEA Region 5 Vendor Registration
c/o William Magee, Education Grants Coordinator
Louisiana Department of Public Safety & Corrections
P.O. Box 94304 ~ Baton Rouge, LA 70804-9304
or via email to wmagee1@corrections.state.la.us