

VENDOR NEWS

2007

LATIN AMERICAN * INTERNATIONAL

VENDOR'S Hall – 2nd Floor, Salon 7 DISPLAY HOURS

Sunday, December 2	2:00 p.m. – 6:00 p.m.
Monday, December 3	6:15 a.m. – 8:00 p.m.
Tuesday, December 4	6:15 a.m. – 8:00 p.m.
Wednesday, December 5	7:30 a.m. – 2:00 p.m.

DISPLAY SPACE

- ❖ Vendor arrival/departure/set up times are on an individual basis. Vendors may set up any time during the above listed Display Hours.
- ❖ There will be 1 – 6ft. skirted table and 2 chairs provided per Vendor/Organization.
 - ❖ Display space/tables are on a *First-Come-First-Served* basis. Professional courtesy is expected and appreciated.
 - ❖ Vendors are solely responsible for individual display items and equipment. (signage, power cords, computers, etc.)
- ❖ While Salon 7 will be locked nightly - security of Vendor items can not be provided nor guaranteed. Please govern accordingly.
- ❖ AdvancED/SACS CASI employees can not provide display table coverage.
- ❖ The Rosen Centre Hotel nor AdvancED/SACS CASI assumes responsibility for lost or damaged property.

SHIPPING AND RECEIVING

Shipments can be sent five days prior to the Conference.
Please see the Rosen Centre Hotel *Package Information* page for details.

STORAGE

Please see the Rosen Centre Hotel *Package Information* page for details.

CHIEF ADMINISTRATORS CONFERENCE



DECEMBER 2-5 **The Rosen Centre Hotel**
Orlando, Florida

www.sacscasi.org; click on *Link to American-International schools in Latin America*; Events