KACCS 2014 Educational Conference and Annual Meeting Details

Exhibitor Booth Information: Tables in the exhibit area for this event are 20” x 4’. The exhibit area will be open for set up Friday morning from 7:00 a.m. until 8:30 a.m. (ET). Exhibits must be set up by 8:30 a.m. Friday morning and can be taken down after 3:15 p.m. Exhibitors are welcome to attend all conference events but please note, there is no security in the exhibit area, so please do not leave valuables unattended.

Thursday Evening Vendor Preview and Dinner: This optional event provides your organization the opportunity to dine with and address upper level leadership of KACCS member schools. Top level decision makers will be present and each vendor registered for this event will have the opportunity to preview their services in a three minute address (or longer as time allows\*) to leadership and invite those present to visit them after dinner or at their booth during the Friday event for further discussion. Materials may be provided to these leaders during your presentation or by making special arrangements to send them to KACCS in advance. The cost per person for this opportunity is $80. The Vendor Preview and Dinner will take place at Winston’s Restaurant at Sullivan University, 3101 Bardstown Road, Louisville. \*Those registered will be contacted prior to the event with final presentation information.

**Electricity:** Electricity is available upon request for an additional $30. Please select this option on the registration form if necessary.

**Travel Information and Room Reservations for out of town guests:** A *limited* block of rooms is reserved for this event. Please make reservations early to ensure availability.

Holiday Inn Louisville East Marriott Louisville East

1325 South Hurstbourne Parkway 1903 Embassy Square Blvd.

Louisville, KY 40222 Louisville, KY 40299

(502) 426-2600 (502) 491-1184

Room Rate $89 Room Rate $125

Shuttle service available from Louisville Airport Shuttle not available, free onsite parking

Reference Block Code CZS for discounted rate Reference “KY Career College Assn.”

**Shipping Exhibit Materials to Event Site:** For those shipping materials to the university prior to the event, shipments may be sent no earlier than 4 days prior to the event. Boxes must be less than 50 pounds. Please email Jason Evans at jevans@sullivan.edu when shipment is made to ensure your boxes are at your booth at the beginning of exhibit hall set-set up. All boxes must be labeled as shown below:

 Sullivan University

ATTN: Jason Evans

Box 1 of \_\_\_\_\_, 2 of \_\_\_\_, etc.

YOUR COMPANY NAME

 3101Bardstown Road

 Louisville, KY 40205

Door Prizes: To encourage traffic in the exhibit hall, each conference attendee will have a card to be initialed by exhibitors they meet with during this event. Those who visit each booth prior to the closing session will be eligible for door prize drawings. If you wish to donate a door prize and are registered at the Star Level Sponsorship or above, please send items to the below address by August 1, 2014:

Association Shipping Address for Bag Inserts or Door Prizes:

KACCS, 3801 Billtown Road #99367, Louisville, KY 40299

Bag Inserts: If you have registered for a STAR LEVEL SPONSORSHIP or ABOVE and have items to include in registration bags, please send these to KACCS at the Billtown Road address above by August 1, 2014.

Internet Access: Wireless internet access is available for no additional cost.