

# EXHIBITOR PROSPECTUS

Kansas Laboratory Education Association (KLEA)

Registration for Exhibit Space

**35<sup>th</sup>** Annual Conference

**Tuesday, May 7, 2019**

**Four Points by Sheraton Manhattan**

**530 Richards Dr, Manhattan, KS 66502**

To ensure space assignment, mail form with non-refundable booth fee **payable to KLEA** directly to **Scott Craig, Water Pollution Control, 50 Market Street Kansas City, KS 66118.** **OR We now accept credit cards. Call Scott Craig at 913-573-1313. Or complete the information on the 3<sup>rd</sup> page and mail with registration.**

Exhibiting Company/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

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

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

Fee Request	Fee	
\$	\$350	Registration for 1 table and a list of members by email
\$	\$200	Registration for ½ table and a list of members by email
\$	\$175	Registration for ½ table setup by KLEA personnel
\$	\$30	Each additional meal – Name(s)
\$		Donation
\$		<b>Total</b>

**Thank you for your continuing support of KLEA!**

## **General Booth Information**

### **Conference Date and Location**

**Tuesday, May 7, 2019**

**Four Points by Sheraton Manhattan**

**530 Richards Drive, Manhattan, KS 66502**

**Telephone: 785-539-5311**

### **Booth Provisions**

One table

One complimentary General Meeting Badge and Program

Mailing list of members by email – sent after the Conference

### **Exhibitor Hours**

Setup is as early as 7 am (Possibly the night before – I will update any pre-paid exhibitors if available)

Members will be arriving as early as 7:30 am for registration.

The Vendor Introductions will start at 8:30 am. Please be prepared to share your Name, Company and any give-away for the end of the day.

Board Members will be arriving the previous evening for a Board meeting. Feel free to contact them after for any questions or at the Meet & Greet

### **Hotel Accommodations**

KLEA has established a block of rooms at the **Four Points by Sheraton Manhattan**.

Rooms are on a first-come, first-served basis. Must request king-size bed if needed.

Room rates are **\$90.00** + 15% tax, **Four Points by Sheraton Manhattan, telephone: 785-539-5311**.

Make reservations by **April 5, 2019** to assure KLEA price. (We only have 30 available)

Direct Shipments to show site: **Four Points by Sheraton Manhattan**

**530 Richards Drive, Manhattan, KS 66502, Indicate: KLEA Vendor at top of address or Attn: Megan Roberts.**

### **Booth Giveaways (Optional)**

Gifts should be of minimal value

Requested for final giveaway at end of General Meeting at 3:30 pm

### **Support Opportunities**

KLEA offers support opportunities exclusively to General Meeting exhibitors.

These opportunities will further highlight your company and products during the General Meeting. Please contact Scott Craig to learn how you can help further laboratory education in Kansas.

## **KLEA Exhibitor Innovation Workshop**

**When**            **Monday May 6, 2019 at 7:30 PM**

**Where**           **Hotel main lobby (or bowling alley next door to Hotel)**

Organization

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Card Number

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Exp. Date 

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Security Code 

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Billing Zip Code 

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Email address for receipt

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Phone Number if questions

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### **Registrants**

- 1.
- 2.
- 3.
- 4.
- 5.

Use additional pages if needed

Date entered into Square (KLEA) 

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