



CAEP Summit 2019

The Future is NOW – *Put Your Plan into Action*

October 29-30, 2019 at the Hyatt Regency Orange County

Dear Potential Exhibitor:

The California Adult Education Program cordially invites you to be an exhibitor at the CAEP Summit 2019, October 29-30, 2019 at the Hyatt Regency Orange County. Teachers, coordinators, administrators, and adult education providers under the California Adult Education Program will convene to participate in dynamic workshops with an emphasis on working creatively and collaboratively to help ensure that California's adult education students are well prepared for employment or further education. This year's conference will offer over 60 workshops for an expectant 700 attendees.

IMPORTANT EXHIBITOR INFORMATION

Registration: [CAEP Summit 2019 Exhibitor Registration](#)

Cost: \$600 includes one 6 x 30" table with black linens, two chairs, one 20 amp power drop (single phase/Edison), Wifi access, two conference badges, continental breakfast on both days for two, one hosted lunch for two, and access to the evening social for two. Additional power drops are available upon request for \$125/per day. Please refer to the attached vendor form to request additional power drops.

Payment options include PayPal or Purchase Order (P.O.).

PayPal Link: <https://register.caladulthood.org/summit/Home/Exhibitor>

Return P.O. to:

Holly Clark
California Adult Education Program
P.O. Box 269003
Sacramento, CA 95826-9003

Email CAEP TAP if vegetarian, vegan or gluten-free.

Shipping: If shipping materials to the hotel, please use the attached vendor form. The hotel does not have an onsite UPS or FedEx store; however, can receive and ship materials out.

Exhibit Hall: Exhibit tables will be located in the Grand Ballroom of the Hyatt Regency hotel. Attendees will visit the exhibit tables during breakfast, lunch and throughout the day.

Schedule: The committee is working with the hotel to gain access to the setup the evening before the Summit starts. As of right now, setup will take place on Tuesday, October 29, 2019 at 7:00 a.m. We request that all vendors be setup by 7:30 a.m. The committee will notify each exhibitor if there are any changes in the setup schedule.

Tuesday, October 29, 2019	Exhibitor Hours	7:00 – 5:00 pm
Wednesday, October 30, 2019	Exhibitor Hours	7:00 – 12:30 pm
Wednesday, October 30, 2019	Exhibitor Breakdown	12:30 – 2:30 pm

Registration Deadline: August 30, 2019 to be included in the Summit brochure. Booths are assigned based on the order in which they are registered and paid for. Space is limited.

Refund Policy: Exhibitor registrations are transferable but are non-refundable.

Advertisement: Your organization’s name and logo will be included in the CAEP Summit 2019 program, as well as announced on the CAEP website and other promotional materials. No additional costs for advertisement. Send a .jpg or .png file of your logo to tap@aebg.org no later than August 30, 2019.

Hotel Rooms: Rooms at the conference rate are limited at the hotel. Reserve now using the [Hyatt Regency Orange Count CAEP Summit Block](#).

Questions? Contact CAEP TAP with any questions or concerns at tap@aebg.org or (888) 827-2324.

The CAEP Summit Committee knows this will be a great opportunity for you to participate in an exciting statewide conference. Remember, the deadline to register is August 30, 2019. We look forward to seeing you in October!

Best regards,

CAEP Summit 2019 Committee