



September 26, 2011

Dear Prospective Exhibitor:

Subject: Exhibits at the Colorado DECA Career Development Conference

On behalf of the Colorado DECA Student Organization, I would like to invite you to participate as an exhibitor at our DECA Career Development Conference. I am looking for exhibits pertaining to job opportunities, fund raisers, educational advancement, etc. You will find information regarding this conference on the following page.

The exhibitor's fee is \$100 for each conference booth. The exhibitor will be furnished with one table (6' x 30") and two chairs. If you would like hotel reservations, we can extend the conference rate to you which will vary per conference hotel. Please check the appropriate conferences on the next page.

If you would like to donate a door prize for the conference(s), please include what conference(s) and what that door prize will be on the enclosed reservation form.

Please return the following form and check to Colorado DECA no later than February 1, 2012 or as soon as possible. I look forward to hearing from you. If you have any questions, please call my administrative assistant, Linda Bigley at (303) 595-1617.

# Colorado DECA Leadership Conference – 2012

Conference	Dates	Exhibit Date	Locations	Set-up/Dismantle	Number in Attendance
DECA	2/26-2/28/12	2/27/12	Broadmoor Hall Broadmoor Hotel, Colorado Springs	7 a.m. - 5 p.m.	2,700

**DUE February 1, 2012**

## EXHIBIT RESERVATION FORM

Please reserve me an exhibit space at the DECA Conference:

I am enclosing my check for \$ \_\_\_\_\_ for each exhibit space. (\$100 for each conference booth.)

I understand that I will be furnished with one 6' x 30" table and two chairs. I additionally will need (i.e., electricity, additional table, etc.):

\_\_\_\_\_

\_\_\_\_\_

(Optional) Door prize(s) for conference: \_\_\_\_\_

**Make checks payable to Colorado DECA for exhibits. Mail check and one copy of this form to Everett Vaughan, Colorado DECA State Advisor, 9101 E. Lowry Boulevard, Denver, CO 80230.**

\_\_\_\_\_  
**Exhibitor's Name** **Company**

\_\_\_\_\_  
**Street** **City** **State** **ZIP** **Phone** ( )

I wish to remain on the Exhibitors List \_\_\_\_\_

I don't wish to remain on the Exhibitors List \_\_\_\_\_