

April 24, 2006

Dear Potential Vendor:

The 2006 Biennial Conference of the Solomon Schechter Day School Association will take place at the Boca Raton Renaissance Hotel in Boca Raton, Florida, from December 10-12. The planning committee is enthusiastic about the beautiful setting for this event. Exhibitors will set up their booths and tables in the large ballroom that will also serve as our dining room. This attractive and large space will give vendors high visibility before and after every meal in addition to scheduled free time.

The Biennial Conference draws the top lay and professional leaders from all the Solomon Schechter Day Schools across North America. We aim to register at least 200 participants at the conference and will inform all the synagogue schools and local Jewish pre-schools in the area that they are welcome to visit the booths on Sunday afternoon.

This letter invites you to participate as a vendor. The conference begins mid-day on Sunday and continues until after lunch on Tuesday. The fee for commercial vendors will be \$225 for one table within an area of 6' by 8' and \$450 for a double area. Not-for-profit organizations will have a reduced rate of \$200 (or \$400.) The table will be dressed with a skirt and a tablecloth and chairs will be provided. Should you need a telephone line or electricity, you will have to be in contact with the Convention Services Department that can set up what you need; this will add another charge for which the hotel will bill each vendor directly.

Please let us know whether you are interested in having exhibition space set aside for you by sending an e-mail to education@uscj.org. You will need to send in a check or credit card information to confirm your reservation. We are doing our best to plan ahead and would appreciate your payment no later than **October 16, 2006**. If you have any questions about the arrangements, kindly e-mail us at the above address or call me at 212-533-7800, ext. 2509. I will be pleased to respond to your questions and concerns.

If you wish to stay over at the hotel during the conference, you will pay the preferred Solomon Schechter Association rate of \$159 for a single or double room. You will be able to register through the Internet as soon as the website reservations capacity is set up. You can also join us for meals. Please indicate on the enclosed form the meals that you are ordering and include the payment with your reservation. All meals will be prepared by Greenseid Kosher Caterers (glatt kosher.) Please return the completed form along with your payment to confirm your reservation as a vendor. Details will follow about shipping and set up. Information updates will be posted on our website www.ssdsa.org/comingevents.

We look forward to hearing from you soon and welcoming you at the Solomon Schechter Day School Biennial Conference in Boca Raton.

Sincerely,

Elaine R. S. Cohen, EdD
ERSC/dmn



Exhibitor Registration Form

Solomon Schechter Day School 2006 Biennial Conference

Please fill out and return to:

Solomon Schechter Day School Association Biennial Conference
155 Fifth Avenue, Fifth floor
New York, NY 10010

Name _____
Business/Organization Name _____
Address _____

e-mail address _____
Phone _____
Fax _____
website URL _____

Please reserve 1 ___ 2 ___ tables @ \$225.00 each (commercial vendor)
1 ___ 2 ___ tables @ \$200.00 each (not-for-profit organization rate)

I will ___ will not ___ require electricity ___ telephone ___ at my booth

___ Visa # _____ expiration date _____
___ MasterCard # _____ expiration date _____

I will be joining the conference delegates for the following meals:

	Per person cost	# needed	Total
1. Sunday lunch	\$37.00	_____	_____
2. Sunday dinner	\$50.00	_____	_____
3. Monday breakfast	\$22.00	_____	_____
4. Monday lunch	\$37.00	_____	_____
5. Monday dinner	\$50.00	_____	_____
6. Tuesday breakfast	\$22.00	_____	_____
7. Tuesday lunch	\$30.00	_____	_____

Total for meals ordered _____

My check for \$_____, made out to the Solomon Schechter Day School Association, is enclosed or credit card information is given above. Be sure to include vendor and meal costs: