



SPOSA

School Plant Officials' Society of Alberta

Planning is now underway for the 41th Annual Trades Fair and 37th Annual Conference of the School Plant Officials' Society of Alberta. Your company is invited to participate in the Trades Fair which will be held at The Capri Centre located in Red Deer, Alberta on May 17 and 18, 2011.

Enclosed find the following:

1. The Capri Centre Facilities floor plan with booth layout
2. Registration Form
3. Coffee and Hospitality Sponsorship Form

Please select your booth location for the trades fair and forward your cheque (Payable to: [School Plant Officials' Society of Alberta](#)) with the registration form. If your firm wishes to sponsor one of the Coffee Breaks, Hospitality Suites, or Meals please complete the Coffee and Hospitality Sponsorship Form.

A maximum of four booths per company has been set for this years trade show. Booth sizes are 10'x10' and each booth will consist of: 8 foot high fabric Back Wall Drapery, 3 foot high Sidewall Drapery, 1 8 foot Table, 2 chairs, Power and Wireless Internet access.

["Booths are on a first come first serve basis"](#)

["Payment is required to confirm a Booth"](#)

Once your cheque has been received at the office of the Trades Fair Director, SPOSA will then forward your information package by the end of March. Booths will **NOT** be reserved unless a cheque has been received at the Trades Fair Director office.

Booth prices are \$900.00 before April 1, 2011 and \$950.00 after April 1, 2011. After April 1, 2011 booth fees cannot be refunded. Coffee and Hospitality Sponsorship is \$300.00 for each and Meal Sponsorship is \$500.00.

EXHIBITOR MOVE-IN:	Monday May 16: 6:00 pm to 9:00 pm
SET UP TIMES:	Tuesday May 17: 7:00 am to 4:00 pm
TRADES FAIR:	Tuesday May 17: 5:00 pm to 9:30 pm (Social evening)
	Wednesday May 18: 8:00 am to 12:00 pm (breakfast with delegates)
TAKE DOWN:	Wednesday May 18: 12:00 pm to 6:00 pm

Exhibitors are invited to participate in the annual golf tournament during the conference. The exact date is to be announced. Registration for the golf tournament will be forwarded with the information package.

Please forward registration and sponsorship forms along with a cheque (Payable to SPOSA) to SPOSA c/o Brad Buss – Facilities Manager, Wolf Creek Public Schools, 6000 Highway 2A, Ponoka, Alberta T4J 1P6.

["To work in partnership with Alberta educational school jurisdictions in providing teaching and learning environments that promote excellence in education"](#)