

July 31, 2008

Dear Potential Exhibitor:

We would like to invite you to exhibit at the 37th Annual ICTM Mathematics Conference to be held on **Friday, February 20th, 2009**, at the **Valley Southwoods Freshman High School, 625 South 35th Street, West Des Moines, IA 50265-2053**. This was also the site of the 2006 and 2008 conference. The Iowa Council of Teachers of Mathematics (ICTM) with the Iowa Department of Education and the National Council of Teachers of Mathematics serving as co-sponsors is sponsoring this conference. The theme for the **one-day** conference will be: **Math at the Core: All ages, all stages**.

Last year's conference was very much a success as we had 308 registrants for the conference. The breakdown of the registrants were 100 Elementary personnel, 52 Middle school personnel, 97 High school personnel, 35 Post Secondary personnel, and 24 Supervisory personnel.

Valley Southwoods Freshman High School of West Des Moines, Iowa has graciously agreed to host this year's conference. The hallways surrounding the sessions will be used as the "exhibit hall" while classrooms, computer labs, the media center, and the gym will be used for the presentations and work sessions.

SET UP

Exhibitors may begin setting up at 7:00 PM – 8:30 PM on Thursday evening, February 19th or at 6:30 AM on Friday, February 20th. **The exhibit and conference hours have been set for 7:30 AM to 3:00 PM.** Exhibits must be torn down by 5:00 PM Friday, February 20th. Custodians will be available to assist with set up and tear down. Any services rendered will be invoiced by ICTM to the individual exhibitor if a charge is necessary. Specific questions concerning the site may be directed to conference co-chair Dave Blum at blumd@wdmcs.org.

EXHIBIT FEE

The fee for **each six-foot** table is \$75.00. If you have your **own display or table**, we will remove the table, but you will only have the **six-foot of space for your own use**. The wall behind your table will serve as the backdrop, which may be used for your own identification sign. The fee also includes breakfast, lunch and a program. Please plan accordingly. Your name will appear in the conference program if your **registration is received by December 31st, 2008**.

ELECTRICAL NEEDS

Valley Southwoods Freshman High School will provide the sponsoring organizations with one 110-volt outlet at an additional charge of \$25.00 per outlet. Please indicate the number of outlets needed on the registration form. Not all tables will be near an outlet. Please provide your own extension chords and power strips.

SHIPMENTS

All shipments may be sent to; Attention: Dave Blum, Warehouse/Operations, 2102 Delavan Drive, West Des Moines, Iowa 50265-4205. Please have all shipments sent to arrive after February 16th, 2008; this would be the week of the conference. Also indicate on your packages that it is for the ICTM conference also.

SALES TAX PERMITS

If you or your company are planning to make any retail sales during the conference and do not already have an Iowa Sales Tax Permit, you may obtain one at no charge by contacting the Iowa Department of Revenue at (563) 386-6484 Ext. 10.

INSURANCE COVERAGE

None of the sponsoring agencies or the Valley Southwoods Freshman High School of West Des Moines, Iowa will be responsible or liable in case of fire, theft or damage to each exhibitor's equipment on the premises. Exhibitors must provide their own insurance coverage to protect themselves, their equipment and to cover any damages that may be inflicted to the building and/or property of the Stilwell Junior High School.

DOOR PRIZES

The executive board of the ICTM would like to continue to hold a drawing for “door” prizes to be held at the end of the conference. Those who complete a conference evaluation will be eligible for door prizes. On the registration form, there is a place to indicate whether or not you are interested in donating for the door prize drawing.

ACCOMADATIONS

The Iowa State Wrestling Championships are in Des Moines the same weekend as the ICTM conference so you will want to book your motel rooms early. If you go to the following website; <http://www.seedesmoines.com/asp/visitors/accommodations.asp> you can find a list of Des Moines area motels and hotels as well as restaurants and maps of the area.

Upon receipt of your registration materials and check, I will send you a letter or email confirming your registration and with directions to the location of the school. Please be advised that no booth refunds will be given unless **written** notification of cancellation is received **one (1) month** prior to the conference. This information can also be found electronically by going to www.iowamath.org and clicking on conferences and special events.

If you have additional questions, contact me by email at peacocks@wccta.net or at 515-352-3570. Specific questions concerning exhibit equipment, services, or sponsorship of speakers, hospitality rooms, etc. may be directed to conference chair Dave Blum at blumd@wdmcs.org. If you have questions regarding the program or are interested in being a speaker, contact program chair Ruth Avazian by email at ravazian@iowatelecom.net or Brooke Fischels at brookefischels@hotmail.com. We appreciate the support you have given our organization in the past and are looking forward to a successful conference again this year.

Sincerely,

Travis Nuss
ICTM Exhibit Chair
1002 Sunset Drive
Gowrie Iowa, 50543