



State of Arizona  
Department of Education

September 6, 2011

Dear ELL Exhibitor:

The Office of English Language Acquisition Services invites you to participate as an exhibitor at the 2011 OELAS conference "Proficiency: The Key to Success".

**Place:** The Wigwam Resort; 300 E. Wigwam Boulevard; Litchfield Park, Arizona 85340  
<http://www.wigwamresort.com>

**Times:**

Set up	Wednesday, December 7	5:00 PM to 8:00 PM
Exhibit	Thursday, December 8	7:30 AM to 4:00 PM
Exhibit	Friday, December 9	7:30 AM to 12:00 PM

**Educational Materials:** We are particularly interested in materials in the areas of phonology, morphology, syntax, lexicon and semantics for English Language instruction.

1. ADE will be responsible for coordinating: space, a skirted 6' table, chairs and wastebasket.
2. Set-up and breakdown times are: 5:00 PM to 8:00 PM on Wednesday, December 7, and 12:00 PM to 1:00 PM on Friday, December 9. Tables are available on a first-come, first-serve basis.
3. Exhibit times are: Thursday, December 8, 2011 from 7:30 AM – 4:00 PM and Friday, December 9 from 7:30 AM to 12:00 PM.
4. Costs are \$350 per table for one registrant at one table. A second person at the same table may register for \$225. Please contact us by email to register more than one person.
5. Exhibitors will be responsible for: electricity (extension cords, power strips, etc.), and all other AV/power needs. Please advise us if you want your table to be adjacent to an electrical outlet.
6. Exhibitors must NOT use a large (\*wide/towering) display, extra boxes, extra chairs or anything else that will: impede the flow of foot-traffic, violate fire regulations, or be unsightly. Exhibitors must ensure that their area is tidy; vendors need to 'police' their tables (attendees will leave drinks/dishes, etc.).
7. This is a non-partisan/competitive/first-come, first-served process. The registration fee of \$350 is due and payable by November 10, 2011. Registration includes access to Thursday and Friday breakfast, refreshment breaks and lunch as well as Wednesday dinner. If payment is not received in our offices by that date, the space reserved will be allocated to another exhibitor. Refunds are available if cancellation in writing is received before November 1, 2011.
8. Exhibitors' online registration will be open from September 15, 2011 to November 20, 2011 online. You may also go directly to the ADE online registration site at [www.ade.az.gov/oelas](http://www.ade.az.gov/oelas).
9. The special government guest room rate is available only until November 7, 2011 and is based on availability. Call 623.935.3811 or toll-free 1.800.327.0396.
10. Should you wish to sponsor any items or events, we encourage you to contact us directly.

If you have any questions, please contact Jackie Jones at [Jackie.Jones@azed.gov](mailto:Jackie.Jones@azed.gov) or Pat Scott at [Pat.Scott@azed.gov](mailto:Pat.Scott@azed.gov) at the Office of English Language Acquisition Services.