

October 27, 2011

MEMO TO: Educational Exhibitors

FROM: **Oregon Reading Association** <www.oregonread.org>
and International Reading Association <www.reading.org>
Exhibit Coordinator, Gretchen Hamilton gchamilton@charter.net

SUBJECT: **Invitation to Exhibit at the ORA Winter Institute**

“The times they are a changing...” We are changing our format, at a different hotel and have only about 1/3 the number of tables and only 1 day of exhibits, so space is limited! As a previous exhibitor with ORA, you are being given priority by getting this email.

The **Oregon Reading Association** invites you to participate in our new Winter Institute. Applications will be processed on a **first-come, first-served basis**. Therefore, I urge you to submit your application promptly to ensure your company’s presence at the conference. Our membership includes elementary and secondary classroom teachers, Title I teachers and coordinators, Reading First teachers, literacy coaches, media specialists, administrators, college students and professors.

The conference will be held **February 10 - 11, 2012** at the **Crowne Plaza, Convention Center, 1441 2nd Ave.** This year is a whole new format. Exhibitors will have only 1 day, Friday, to exhibit. Our speakers on Friday will be **Dr. Katie Wood Ray** with a focus on grades K-5 and **Kylene Beers & Bob Probst** focusing on grades 6-12. Check out our website, www.oregonread.org for more information.

The exhibitors’ fees will be:

1 table = \$150
2 tables = \$250

*Tables will be 6’ long and draped

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| The ORA Tax ID Number is 93-0905038 |
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Additional details will be emailed to you upon receipt of the completed Application to Buy Exhibit Space form and the appropriate money. **Please remember, the tables will only be reserved once I receive the money and application form together. Please have your company include the application form with the money; otherwise I have no idea for which exhibitor the money is meant.**

****Contributions Needed!**** - Items such as pens, pencils, notepads, lanyards, etc. Contact the Conference Chair, Ann Marineau, AnnM@coos-bay.k12.or.us by Dec. 2nd. Acknowledgement of the contribution will be listed in the program.

***Information about contributing **Door Prizes** will be in the upcoming Confirmation Letter.

We are looking forward to our new style conference/Winter Institute being successful and hope to see you there!

Sincerely,
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