



August 10, 2023

**Dear Sir or Madam:**

The Alabama Independent School Association's Annual Conference for teachers and administrators will be held at **Vaughn Forest Church** in Montgomery, Alabama on Monday, **November 6, 2023**. We are extremely excited about this year's program and are grateful for the participation of our exhibitors like you!

Our one-day conference will host approximately 800 professionals, with registration and exhibit visitation beginning at approximately 8:00 a.m. for conference attendees. We do not assign tables; table selection/set up is on a first come basis. There will be blocks of time set aside when the teachers and administrators will be strongly encouraged to visit the exhibits as they play Exhibitor Bingo! Break refreshments will be served in the exhibit hall. In addition, normal traffic flow can be anticipated throughout the conference hours. The exhibit hall will close after the last session of the day at 12:35 p.m.

We deeply appreciate the patronage of exhibitors in previous years, and look forward to your participation in the sharing of new ideas, equipment, media, materials, and supplies this year.

Please complete the enclosed form and return it, along with the registration fee, to the AISA. If you have any questions, please feel free to call Sara Bazzle, Director of Operations, at 334-223-2207, or email [sbazzle@aisaonline.org](mailto:sbazzle@aisaonline.org). Thank you for your consideration!

Sincerely,

A handwritten signature in black ink that reads 'Michael McLendon'.

Michael McLendon  
Executive Director, AISA

***Sponsorship Opportunities for Annual Conference***

**Food/Refreshments:** \$650 for one table OR \$325 for sharing sponsorship with one other exhibitor (4 tables needed)

**Benefit.** Sponsors will receive: (1) special recognition on the Conference Website; (2) sponsor's name will be on signage bringing attention to their contribution to the conference; and (3) sponsor will receive digital directory of participants.

**Speaker:** \$1000 for one session

**Benefit.** Sponsors will receive: (1) special recognition on the Conference Website; (2) sponsor's name will be on signage bringing attention to their contribution to the conference; (3) sponsor will receive digital directory of participants; and (4) sponsor will be mentioned by name in the session introduction. Session assigned will be on a first come basis - first sessions to be sponsored will be major/keynote sessions.



**2023 AISA Annual Conference  
NOVEMBER 6, 2023  
Exhibitor and/or Sponsor Registration Form**

Business/Organization: \_\_\_\_\_

Representative(s) Attending: \_\_\_\_\_

Business / Organization Web Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of Exhibitor Tables: \_\_\_\_\_ x \$250.00 = \$ \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Are you interested in providing a door prize for conference attendees?  Yes  No

If yes, please list your door prize offer: \_\_\_\_\_

Are you interested in a food/refreshment sponsorship?  \$650 (one table)  \$325 (1/2 table)  No

Are you interested in sponsoring a speaker?  \$1000  No

**Note: Electrical outlets are available; however, please remember to bring your extension cord(s). Internet access should be available.**

**Please return this form by September 30, 2023 along with a check made payable to AISA to:**

Alabama Independent School Association  
9164 Eastchase Pkwy, Box 324  
Montgomery, Alabama 36117