

ABE Summer Institute 2018 – Vendor Information



Dear Vendor:

Literacy Action Network and the Minnesota Community Education Association are once again joining forces to promote and support ABE programming across the state through the 2018 ABE Summer Institute. The ABE Statewide Summer Institute will be held at the St. Cloud Civic Center in St. Cloud, MN, August 15-17, 2018.

We would like to invite you to showcase your company's educational materials as an exhibitor at the conference. As an exhibitor, you will meet up to 500+ adult education professionals from MN and the surrounding states.

We encourage you to consider sponsoring the following activities:

- Advertising in the conference program
- Company name placement on conference neck wallet/badge holders
- Refreshments during a break

AGENDA (All activities take place at the Glenn Carlson Exhibit Hall)

Wednesday, August 15 Set up times: 7:00 am-11:00 am or 2:00-3:30 pm
Vendor Fair Open: 11:00 am-12:30 pm, 3:30pm - 4:00 pm

**Please note that the Vendor Fair will be closed during the Welcome and Keynote address 12:30 pm-1:45 pm*

Thursday, August 16 Set up time: 6:30 am - 7:30 am
Vendor Fair Open: 7:30 am-2:15 pm
Vendors pack up: 2:15 pm-3:30 pm

**Please note that the Vendor Fair will be closed during Literacy Action Network meeting 8:30 am to 9:15 am and during MN ABE update 12:30 pm to 1:15 pm.*

REGISTRATION

Please use our [online registration form](#) (preferred method) or contact the LAN office info@literacyactionnetwork.org for a paper copy to mail in.

LOGISTICS

Plan to bring your own table covering, Wi-fi is available to all, electricity can be made available by indicating so on the registration form. Meals are provided as follows for vendors: one meal per table for Wednesday lunch, Thursday breakfast and noon buffet. Lodging accommodations are available at the Best Western Kelly Inn: (320) 253-0606 or <http://www.bestwesternstcloud.com/> and the Courtyard by Marriott (320) 654-1661 or <https://www.marriott.com/hotels/travel/stccy-courtyard-st.-cloud/>

PRESENTATIONS

If you would like to present at the ABE Summer Institute, the presentation application form can be found on the LAN website: <http://literacyactionnetwork.org/summer-institute/presenter-resources>
Thank you for your participation. We appreciate your presence and your support of the adult literacy community. If you have any questions, please contact the Literacy Action Network office: info@literacyactionnetwork.org

Sincerely,

Kathy Korkowski, Vendor Chairperson, kkorkowski@isd191.org 952-707-4128 work, 612-819-9312 cell