

INFORMATION FOR NEA PRLC EXHIBITORS

2008 NEA PACIFIC REGIONAL LEADERSHIP CONFERENCE (PRLC)

20/20 Vision: Impacting the Next 20 Years in Education

Boise Centre on the Grove

The Grove Hotel

Boise, Idaho

February 15-17, 2008

Additional information on the PRLC website: www.nea.org/members/prlc.htm

SET UP AND SHIPPING INFORMATION

We will provide each exhibitor and candidate with one six foot table and two chairs. When you register online as an exhibitor or candidate, you will be asked if you have any other needs (i.e. easel, electricity, TV, etc.). Ship materials to arrive no earlier than Wednesday, February 13, 2008 (please see shipping instructions below).

CONFERENCE REGISTRATION

Exhibitors and Candidates are to register online through the PRLC website.

- The conference fee for exhibitors is \$1,200 which includes the registration fee. Online registration fee payments may be made by credit card or check. The fee includes all meals, breaks, and conference materials. You will receive an email confirmation of your registration.
- Participants with no email address or Internet access may complete the PRLC Conference Registration Form available on the PRLC website above.
- Last day to mail registration forms is 2/4/08, after which, registration will be on site in Boise.
- If you need to cancel your conference registration, go through the online registration link on the PRLC website or email the NEA Pacific Regional Office at PRLC@nea.org.
- No refunds will be issued if you cancel after February 8, 2008.

HOTEL RESERVATIONS

Exhibitors and Candidates are responsible for making their own hotel reservations directly with one of the following Hotels:

[The Grove Hotel](#)

245 S. Capitol Blvd.

Boise, ID 83702

Reservations (888) 961-5000

To get the room rate of \$104 (plus 13% tax), reference the Group/Conference Code 'PRLC' by January 14.

[Hampton Inn & Suites Boise Downtown](#)

495 S. Capitol Blvd.

Boise, ID 83702

Reservations (800) 426-7866

To get the room rate of \$89 (plus 13% tax), reference the Group/Conference Code 'NEA' by January 14.

[Hotel 43](#) – 100% nonsmoking property

981 Grove Street

Boise, ID 83702

Reservations (800) 243-4622

To get the room rate of \$104 (plus 13% tax), reference the Group/Conference Code 'GNEA' by January 14.

INFORMATION FOR NEA PRLC EXHIBITORS

- Hotel rooms are subject to availability based on the number of rooms in the contracted block.
- Reservations require a one night's deposit at the time of reservation. Credit cards will not be charged until check-in (or in the event of a no-show).
- To cancel, call the hotel at least 72 hours (3 days) in advance of arrival to avoid forfeiting your deposit.
- For additional information please visit the PRLC website.

CONTACT INFORMATION

Marija Buljan-Bergero, NEA Pacific Regional Office, 1350 Bayshore Highway, Suite 730, Burlingame, CA 94010. Email: PRLC@nea.org; Phone: 650-347-6000 x221; Fax: 650-347-8983.

SHIPPING MATERIALS TO THE CONVENTION CENTER:

Please ship materials for the Pacific Regional Leadership Conference (PRLC) to the following address:

Boise Convention Center on the Grove Loading Dock
c/o: NEA-PRLC; Marija Buljan-Bergero
Hold for: **Your name and name of Exhibit**
250 S. 9th Street
Boise, ID 83702
Box #_ of #_
Phone: 208-336-8900

Please have materials to **arrive no earlier than Wednesday, February 13 and no later than Friday 15, 2008**. Also if you would let me know in advance, when and how many boxes you will be shipping.

SHIPPING MATERIALS OUT OF THE CONVENTION CENTER:

Please be prepared with your account number or credit card for shipping materials out. If you have training materials or equipment that you wish to ship home, you may do so at the PRLC Office at the conference site. You will be responsible for packing and taping your boxes and preparing the Fed Ex or UPS shipping forms. Please save the boxes used when shipping your materials for return shipments. All materials left behind will be disposed of by the Center.