

Exhibitor Guidelines

20th Annual IDRA La Semana del Niño Parent Institute



We invite exhibitors that are service providers, college and universities and nonprofit agencies to exhibit at our parent institute to provide information, materials, etc., regarding the many services and resources available to them that promote children's' success in school and in life.

This annual institute offers families, school district personnel and community groups from across Texas the opportunity to network, obtain resources and information, and receive training and bilingual materials on IDRA's nationally-recognized research-based model for parent leadership in education. This institute is interactive and participatory. All presentations are bilingual (English-Spanish). Get more information on the institute here: <https://budurl.me/IDRApi18w>.

Registration is required to reserve exhibit space. The fee is \$25, which includes two lunches. Forms of payment: Check, Paypal, or Purchase Order. Full payment is due prior to the event.

Registration payment must be received by March 19 to be listed in the event materials.

Exhibitors are encouraged to provide one item for a door prize to be awarded during the closing luncheon (see exhibitor guidelines for details).

Agenda Overview

- 7:00 Exhibit set up
- 8:00 Registration, breakfast, exhibits
- 9:00 Opening session
- 9:30 Round 1 Concurrent sessions
- 10:30 Round 2 Concurrent sessions
- 11:30 Round 3 Concurrent sessions
- 12:20 Exhibits, group photos
- 1:00 Exhibit hall closes
- 12:45 Lunch and closing keynote by Ms. Rosie Castro
- 2:00 End

Guidelines for Exhibitors

Exhibit spaces will have a table in the exhibit hall. One table and two chairs will be provided for each table space.

Event participants will be encouraged to visit the exhibit hall during registration, breaks and before lunch. They will receive a "passport" card listing the exhibits.

Exhibitors are encouraged to provide one item for a door prize. Prizes will be awarded by drawing during the closing program. To be entered into the door prize drawing, participants will submit their passport cards showing they have visited a certain number of exhibit tables (the number will be determined once we know the number of exhibitors). Door prize items should be delivered to IDRA by March 26.

Exhibitors are allowed to bring snacks and candies (individually wrapped) to their booth for distribution.

Audio-visual equipment is permissible, but please keep volume to a minimum as not to interfere with other exhibitors. If you need an electrical outlet, IDRA must be informed in advance. Use of tape or adhesive products, nails, tacks, pins, etc. on any surface in the facility is not allowed.

Key Dates

March 19	Submit registration payment to be listed in the event materials
March 26	Door prize items delivered to IDRA
April 6, 7:00 am	Exhibit set up
April 6, 1:00 pm	Exhibit take down

Contact Dr. Sulema Sánchez (sulema.sanchez@idra.org) you have questions.