



34th Annual Professional Development Day
Sponsored by 2010 Multi-Chapter Symposium
Sue Burk
1046 S. Wayside St.
Anaheim, CA 92805
www.iaapmcs.com

August 4, 2010

Dear Potential Exhibitor:

You are invited to participate in the 34th Annual Professional Development Day, **Admins in Action**, sponsored by the 2010 IAAP[®] Multi-Chapter Symposium committee. Five Southern California chapters of the International Association of Administrative Professionals[®] (IAAP[®]), a 501(c)6 non-profit organization, are hosting this event. This educational symposium, with an anticipated attendance of 100 administrative professionals, will be held on Saturday, October 2, 2010, at the Richard Nixon Library and Museum, 18001 Yorba Linda Blvd., Yorba Linda, California.

Office professionals throughout Southern California who recommend and make purchasing decisions, will be there for you to meet. Our attendees want to know about products and services that will benefit them in the business world as well as in their personal lives. You'll be able to visit with attendees throughout the day. Your company will also be prominently acknowledged in the program each attendee receives.

Some exhibitors who have been with us in the past include: ProFlowers, Esselte, Boston Market, Flight Deck, El Pollo Loco and others. If you've been an exhibitor with us in the past, we welcome your participation again. If you haven't been with us before, we hope you'll take advantage of this opportunity to market your product and/or service.

We invite you to participate in this special event in any or all of the options listed below:

1. Reserve one or more exhibitor tables.
2. Purchase an ad to appear in the symposium program that all attendees receive.
3. Donate a door prize representing your product or service.
4. Donate something to add to our attendees' Welcome Bags.

Please take a moment to read the enclosed general exhibitor information. Then complete and return the Exhibitor Registration Form, along with your check, to my attention by August 31, 2010. Exhibitor space will be assigned on a first come, first served basis. We encourage you to respond early to ensure that your business is included.

I look forward to hearing from you. If you have any questions, please feel free to contact me by phone at 714-322-2119 or by e-mail at mcs.exhibitors@yahoo.com.

Sincerely,

Sue Burk, Exhibitor Chairperson
34th Annual Professional Development Day

Enclosure

COORDINATING CHAPTERS

Bahia
www.iaap-bahia.org

Citrus Valley
www.iaap-citrusvalley.org

Cucamonga Valley
www.cucamongavalleyiaap.com

Orange Empire
www.iaap-oec.org

Valencia-Orange County
iaap-voc.tripod.com

34th Annual Professional Development Day
 Sponsored by
 2010 Multi-Chapter Symposium
 Saturday, October 2, 2010
 Richard Nixon Library and Museum
 18001 Yorba Linda Blvd.
 Yorba Linda, California
www.iaapmcs.com



Exhibitor's Registration Form

Return by August 31, 2010

EXHIBITOR TABLES: (6-foot, draped and skirted)	Cost	Amount Due
One Table	\$125	_____
Two Tables	\$200	_____
Electrical power - Optional	\$30	_____
ADVERTISEMENTS IN PROGRAM: Camera-Ready Art Must be Received by <i>August 31, 2010</i>		
Full Page (5-1/2" x 8-1/2") Booklet style	\$150	_____
One-Half Page (5-1/2" x 4-1/4")	\$75	_____
One-Fourth Page (business card size)	\$50	_____
LUNCHEON & MORNING REFRESHMENT RESERVATION(S) – Optional	No. OF RESERVATIONS: _____ X \$50/EA.	_____
TOTAL		\$ _____

DOOR PRIZE: Will you help us by donating a door prize? YES NO

The door prize will be: _____

WELCOME BAGS: Will you help us by donating samples for our attendees' Welcome bag? YES NO

The item(s) are: _____

ATTENDEE(S) INFORMATION:

Name(s): _____

Company Name: _____

Address: _____

City, State & Zip Code: _____

Telephone _____ E-mail: _____

Description of product: _____

Please specify special setup needs (an additional charge may apply):

PAYMENT INFORMATION:

Enclosed is a check in the amount of \$ _____ **(Make check payable to: IAAP Multi-Chapter Symposium)**

Send registration and check to:

Sue Burk
 1046 S. Wayside St.
 Anaheim, CA 92805

For additional information contact:

Sue Burk
 Phone: 714-322-2119
 E-mail: mcs.exhibitors@yahoo.com

General Exhibitor Information
34th Annual Professional Development Day
2010 IAAP[®] Multi-Chapter Symposium

1. The 34th Annual Professional Development Day will be held on Saturday, October 2, 2010, at the Richard Nixon Library and Museum, 18001 Yorba Linda Blvd., Yorba Linda, California. The event is scheduled to start at 8 a.m. and ends at approximately 2:30 p.m.
2. Exhibitors must be fully set up in the Hall of Flags by 7:45 a.m. The hall will open at 7:00 a.m. to allow for setup time. You will be issued an exhibitor badge for easy access in/out of the exhibit hall.
3. Each exhibitor table is six feet in length and will be draped and skirted. All items should be displayed on the table(s) or a free-standing display board. No wall mounting is permitted.
4. Electricity users: You must bring your own power strip, 25' cord, and sufficient duct tape to secure the cord. There will be an additional \$30 fee assessed to cover the electrical expense to IAAP. Exhibitor to pay IAAP MCS directly for fees.
5. Attendees will be allowed to visit the exhibit area at anytime during the day. The attendees will break at 11:00 a.m.; lunch begins at 12 noon.
6. Please advise the IAAP Exhibitor representative early in the morning of the event if you have additional people who will be joining us for lunch and we will make the necessary arrangements.
7. If you are donating a door prize we would appreciate receiving it in advance (by September 18). The door prize winners will be posted on a Prize Board, which will include information as to the donor and prize.
8. If you are holding a separate exhibitor drawing apart from the general door prize for which you would be collecting business cards, we will place your winner on the Prize Board with instructions to meet you in the exhibitor area.
9. The winner announcements for drawings will be completed by 2:30 p.m., but we welcome you to remain in the exhibit area until our event concludes. We recognize that your participation is important to you as a business owner and to our attendees as buyers.

Sue Burk, Exhibitor Chairperson
34th Annual Professional Development Day
Ph: 714-322-2119
mcs.exhibitors@yahoo.com