

## EXHIBIT PROSPECTUS

The Illinois School Psychologists Association has been promoting the field of School Psychology, the professional development of more than 1,000 members, and the educational enhancement and mental health of all children since its founding in 1979.

**This year, ISPA is hosting its annual convention *IN PERSON* at the Wyndham Springfield City Centre February 3rd and 4th, 2022!** The attendees will be practitioners, trainers, consultants, and administrators who provide service to schools, universities, and communities. Program features include full-day and half-day workshops, poster sessions, our awards luncheon, and the job placement fair. Additionally, the convention will feature our scholarship raffle. Donations of raffle prizes from exhibitors are most appreciated! ***Masks will be required for everyone attending the convention, including exhibitors.***

Space for publication exhibits will be provided in an exhibits area from 7:30am to 5:00pm on Thursday, February 3rd and Friday, February 4th. Exhibit set-up may begin at 8:00pm Wednesday evening, and tear down begins 5pm on Friday and goes through the evening. Skirted tables will be available. Exhibits will NOT be set up in a locked room; ISPA will not be held responsible for lost, stolen, or damaged exhibit materials. Exhibitors will provide their own materials and be responsible for setting up and dismantling. Items that are shipped to the conference center must arrive no earlier than two days prior to the event. Please indicate that the materials are for ISPA.

Conference registration is complimentary for up to 2 exhibitors. Room and board is the responsibility of the exhibitor. Please register early to avoid needing rooms at alternative hotels. The convention center charges additional fees for access to wireless internet and power strips. Please inquire with the below contact as needed. The rental fees for exhibit space are as follows: \$300.00 for 2 tables, \$400.00 for 3-5 tables, and \$500.00 for 6 or more tables. Announcement of the exhibits will be printed in the registration materials.

Please complete the enclosed application and return it along with your rental fee payable by check or money order to ISPA. Rental fees must be paid before booth space will be assigned. Payment can also be made by credit card. Contact Victoria Woods Evans at [ilispawebmaster@gmail.com](mailto:ilispawebmaster@gmail.com) to request payment by credit card, and Cc [carrie.meanwell@gmail.com](mailto:carrie.meanwell@gmail.com) on the e-mail. Please specify that the request is for an exhibit space payment and indicate the amount due.

Please respond by Friday, January 14th, 2022. Direct questions, applications, checks, and raffle prize donations to:

Carrie Hutton  
ISPA Exhibits  
17841 S McCarron Rd  
Homer Glen, IL 60491  
(312) 450-5029  
[carrie.meanwell@gmail.com](mailto:carrie.meanwell@gmail.com)

Illinois School Psychologists Association  
2022 Annual Convention  
February 3<sup>rd</sup> – February 4<sup>th</sup> 2022  
Wyndham Springfield City Centre  
700 E Adams Street  
Springfield, IL 62701

APPLICATION FOR CONTRACT FOR EXHIBIT BOOTH

Please type or print

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name and Title of Contact Person: \_\_\_\_\_

E-mail Address of Contact Person: \_\_\_\_\_

Names of Individuals Attending (only 2 per exhibit):

- \_\_\_\_\_
- \_\_\_\_\_

Please complete this application and return it with full payment by Friday, January 14<sup>th</sup>, 2022.  
Checks should be made payable to ISPA and sent to:

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\_\_\_\_\_ \$400.00 (3-5 tables)  
\_\_\_\_\_ \$500.00 (6 or more tables)