

## Vendor Letter - TAER 2019



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### 501c(3) Organization

November 6, 2018

Dear Colleague,

The annual conference for the Texas Association for the Education and Rehabilitation of the Blind and Visually Impaired (TAER) will be held in San Antonio, TX at the Omni. The board would like to extend an invitation to you to exhibit and/or advertise at the conference. Exhibit space will be available at the cost of \$250 for the first table and \$125 for an additional table. The TAER board is also asking each vendor to donate an item for either the silent auction or as a door prize to help support the scholarships provided each year.

Exhibit times will be 8am - 7pm on March 28th, and 8am - 4pm on March 29th. Times are tentative and subject to change as the conference dates draw near. You will be notified of any time changes if you complete the attached form and reserve your space

If you cannot exhibit with us and wish to provide materials such as brochures or flyers for the conference, there will be a \$75.00 fee for the TAER board to distribute the materials by inserting them into registration bags given to each attendee (requires 300 pieces) or by displaying them on a table with other free literature. Items should be shipped to the hotel and arrive NO earlier than March 27, 2019. (9821 Colonnade Boulevard San Antonio, TX 78230

We also invite you to advertise your company in the TAER Conference Program. Each exhibitor will be listed in the program, but if you want attendees to have more detailed information, or you just can't join us in San Antonio then consider placing an ad in the program.

### 2019 TAER Program Advertising Options

\$200 back cover (specify either inside or outside of cover)

\$175 full page

\$125 half page

\$100 quarter page

\$50 1/8 page (business card size)

Add \$50 for color (any size)

The file format should be IBM and compatible with MS Word. Print ready art in the electronic file should be sized to fit the above on an 8.5" by 11" page. Please include a alternative text descriptions of pictures to be included in the electronic format.

Complete AND submit the application/contract for exhibit space or materials and/or the advertisement on the TXAER website.

- Exhibit Space due by March 1, 2019
  - Materials due by March 27, 2019
  - Advertisement due by February 15, 2018
1. Send an accessible electronic file for your advertisement to Tracy Hallak at [taer2018hallak@gmail.com](mailto:taer2018hallak@gmail.com).
  2. **Payment Options**
    - [Online via Paypal](#)
    - Purchase Order or Check made payable to TAER - Mail along with print copy of appropriate applications to:  
Shannon Darst, TAER Treasurer  
11406 Burton St.  
Manor, TX 78653

TAER looks forward to seeing you at the conference in San Antonio! If you have questions please contact the following:

Vendors - Jill Brown at [taer2020brown@gmail.com](mailto:taer2020brown@gmail.com)

Program Ads - Tracy Hallak at [taer2018hallak@gmail.com](mailto:taer2018hallak@gmail.com)

All Monies - Shannon Darst at [txaertreasurer@gmail.com](mailto:txaertreasurer@gmail.com)

Sincerely  
Jill Brown, Vendor Committee Chair  
Tracy Hallak, Conference Chair  
Shannon Darst, TAER Treasurer