



**LOUISIANA SCHOOL FACILITY MANAGER'S ASSOCIATION
SPRING CONFERENCE
APRIL 23th, 2020
MARKSVILLE, LA**

To all Vendors:

The Spring Conference will be held at the Paragon Resort & Casino on Thursday, April 23th 2020. A block of rooms has been reserved for our conference. Reservations are welcome by direct phone call to the special group reservations number at Paragon Casino Resort reservations office (800) 642-7777 and/or fax to (318) 240-6601. When calling in for reservations, refer to the La. School Facility Manager's Association Annual Conference, RES ID CODE: LSFA22G, in order for your request to be handled as efficiently as possible. Standard room rates will be \$93 and atrium room rates will be \$129, plus a \$1 resort fee per room per night.

Please contact any school facility managers that you do business with and invite them to attend the Spring Conference. The list of speakers should provide something of interest to everyone who attends and the networking with the school facility managers may give you additional contacts for your products and services. Please help our organization to continue to grow by increasing attendance.

The cost for vendors to attend is \$400 – this includes a booth space with a table and lunch for two (2) representatives from your company. Additional representatives from your company are \$25 each, to cover the cost of the meal. Please let us know if you need electricity for your booth.

For those of you who will be unable to attend, please send us your registration form with your updated information in order for us to update our records, and write "Not Attending" across the top of the form. We would like to keep you advised of the next events and any newsletters that may be sent out in the future.

We are looking forward to seeing all of you at the Spring Conference. We greatly appreciate your support in helping our organization to grow and to advance our knowledge of all issues related to enhancing and maintaining our school facilities for the students of Louisiana.

If anyone is interested in sponsoring a part of the Hospitality Hour at the end of the day on Thursday, please contact us. Please join us to make new contacts.

Door prizes are allowed (and encouraged), provided that your company name is on prize.

If anyone is interested in sponsoring or being a part of a golf outing on Wednesday, April 22th, please contact us to let us know your interest. We will designate one of our members to coordinate teaming up our members with our vendors for a round of golf and business. Let us know as soon as possible in order to get a rough number of the persons interested in a golf outing. We would like to finalize plans on or before March 1st.

Also, Paragon will allow the vendors to begin setting up their booths on Wednesday evening. We will have another Hospitality Hour on Wednesday evening (in addition to Thursday evening) during, or after, you set up your booth. An attachment to this information will be included for shipping and unloading directions – please follow the directions.

If you have any questions, please contact Brice Villard, office #337-521-7350, or cell #337-277-1964 or email lsfma.org@gmail.com .

SHIPPING & UNLOADING INSTRUCTIONS – PARAGON CASINO & RESORT
APRIL 22, 2020

Here is some shipping & unloading instructions that the Paragon has asked that I send to those of you who will be bringing in several boxes or some large equipment.

IF YOU WOULD LIKE TO SET UP ON WEDNESDAY NIGHT (April 22th) - you may do so from 5:00 pm to 9:00 pm in the Conference Center meeting rooms. You must unload your items at the roll up doors at the rear of the Mari Center, which is near the rear of the facility. To get there, drive around the far right side of the facility, toward the rear, just past a chain link fence and look for TWO WHITE ROLL UP DOORS. If you go to the Receiving Dock, you have gone too far. If the doors are not open, you may call either **Wendy Lemoine at 318-240-6390** or the **Security Office at 318-253-1946** to request that someone open the doors to allow you in. Please DO NOT stay parked in front of the doors – security will not be happy.

You are all invited to attend the **Hospitality Hour on Wednesday afternoon from 5:00 – 7:00 pm** in the trade show room in order to spend more time with our school district members.

IF YOU WOULD LIKE TO SET UP EARLY ON THURSDAY MORNING (April 23th) - you may do so. Again, you must unload your items at the roll up doors at the rear of the Mari Center, which is near the rear of the facility. To get there, drive around the far right side of the facility, toward the rear, just past a chain link fence and look for TWO WHITE ROLL UP DOORS. If you go to the Receiving Dock, you have gone too far. If the doors are not open, you may call the Security Office at 318-253-1946 to request that someone open the doors to allow you in.

You are all invited to stay around for the Hospitality Hour on Thursday afternoon at the end of the day. This will give you one last chance to spend time with our school district members.



**LOUISIANA SCHOOL
FACILITY MANAGER'S
ASSOCIATION**

VENDORS APPLICATION

2020 Spring Conference April 23th

Company Name: _____

Company Website: _____

Company Representative(s): _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax or Cell #: _____

Email: _____

Brief Statement about the Services your Company offers:

Electricity for Booth: _____ yes _____ no (please check one)

Trade Show Fee: \$400.00 (up to two representatives – add \$25.00 for each added rep)
(\$300 booth fee + \$100 membership fee = \$400)

Please make checks payable to La. School Facility Manager's Association

Please print this form and mail it along with payment to:

Louisiana School Facility Manager's Association
c/o Brice Villard
P.O. Drawer 2158
Lafayette, LA 70502-2158

YOU MAY EMAIL YOUR COMPLETED FORMS TO: lsfma.org@gmail.com

YOU MAY FAX IN YOUR FORMS TO 337-521-7349, Attn: Brice Villard