# SEAALL Annual Meeting Exhibitor Solicitation

Dear xxx:

On [date], the Southeastern Chapter of AALL (SEAALL) meeting will be held in xxx at the xx hotel. The theme for the meeting is xxx. A Pre-Conference Institute will be held on [date]. The next day, the Meeting will officially start with the Opening Reception at the xxx. Friday, {date], begins with the Chapter breakfast and business meetings, followed by the Plenary Session. The speaker for the Plenary Session will be AALL program/President-Elect

The meeting will end on [date], with the SEAALL Breakfast and a half-day of programs. We expect approximately 200 in attendance. The price for exhibiting is $xx for a 6’ x 30” table (with cloth and skirt), access to an electrical outlet and one complimentary set of meal/event tickets.

Program breaks will be held in the exhibit area so attendees will have many opportunities to speak with the exhibitors. The exhibit schedule will be as follows:

Thursday, [date] 4:00 p.m. - 6:00 p.m. Exhibits Set-up

Friday, [date] 7:30 a.m. – noon and Exhibits Open

 2:00 p.m. – 5:00 p.m.

Saturday, [date] – noon Exhibits Open

On behalf of SEAALL, I encourage you to consider exhibiting at our Annual Meeting. Please feel free to contact me at xxx.

President and/or Local Arrangements Chair