



August 18, 2010

Dear Education Vendors:

Alaska Teacher Placement is excited to offer your organization a wonderful opportunity to appeal directly to hundreds of teachers, administrators, and school district representatives. As Alaska's education clearinghouse, ATP provides extensive employment services to educators and school districts by hosting annual recruitment fairs. Taking part in the Alaska Teacher Placement educator career fairs cements your organization's status as a key partner in serving Alaska's educational needs!

ATP offers a variety of ways for your association to participate. Options include hosting a booth at one of the education fairs, placing an advertisement in the *Educator Handbook* or *District Handbook*, or by hosting your own concurrent event like a reception or luncheon. In years past, some vendors have opted to provide us with donations that we will give out as door prizes or distribute in registration packets.

Event	Date	Location
Alaska Educator Expo and Job Fair	April 15 th & 16 th	Hotel Captain Cook Anchorage AK
ATP Lower 48 Job Fair	April 10 th	Embassy Suites Minneapolis MN

If you are interested in booth space at the job fairs, please be aware that the space is limited and is available on a first come-first serve basis. A guaranteed way to reserve a booth for your organization is to purchase the Denali or Alaska Package. Don't wait to the last minute to secure your booth space—last year over 450 registrants and 150 School district representatives attended the Educator Expo in Anchorage!

If your agency is interested in taking part in Alaska Teacher Placement's educator fairs, please complete and fax the vendor order form to (907) 450-8401 no later than March 25, 2011. If you have any questions regarding this information please contact my office at (907) 450-8400. We look forward to seeing you at Job Fair!

Sincerely,

Rolonda Burgo
Event Coordinator

Enclosure: Vendor Package Descriptions and Order Form

PACKAGE DESCRIPTIONS

Denali Package	
Booth space at either the Anchorage or Minneapolis job fair.	\$450
Full-page black & white advertisement in the <i>Educator Handbook</i> and the <i>District Handbook</i> .	
Promotional/novelty items (supplied by vendor organization) distributed to educators and school districts in their registration packets.	
Two invitations to the district reception hosted by ATP in Anchorage.	

Alaska Package	
Booth space at both Anchorage and Minneapolis job fairs.	\$375
Promotional/novelty items (supplied by vendor organization) distributed to educators and school districts in their registration packets.	
Two invitations to the district reception hosted by ATP in Anchorage.	

Northern Exposure Package	
Black & white advertisement in the <i>Educator Handbook</i> and the <i>District Handbook</i> .	Full-page Ad: \$150
Promotional/novelty items (supplied by vendor organization) distributed to educators and school districts in their registration packets.	Half-page Ad: \$100

Single Packages	
Booth space at both Anchorage and Minneapolis job fairs. <i>Scheduling preference will be shown to vendors who purchase the Denali or Alaska Packages.</i>	\$300
Full-page black & white advertisement in the <i>District Handbook</i> .	\$125
Half-page black & white advertisement in the <i>District Handbook</i> .	\$75

In-Kind Donations	
Promotional/novelty items (supplied by vendor organization) distributed to educators and school districts during the event in return for goods/services provided to ATP.	Call ATP To Negotiate



VENDOR ORDER FORM

Company Name: _____

Primary Contact: _____

Email: _____

Phone: _____

Billing Address: _____

City, State, Zip: _____

PLEASE INDICATE THE PACKAGE OF YOUR CHOICE

<input type="checkbox"/> Denali Package	\$450
<input type="checkbox"/> Alaska Package	\$375
<input type="checkbox"/> Northern Exposure Package (Full-page ad)	\$150
<input type="checkbox"/> Northern Exposure Package (Half-page ad)	\$100
<input type="checkbox"/> Job Fair Booth Space (single package)	\$300
<input type="checkbox"/> Full-page Black & White advertisement	\$125
<input type="checkbox"/> Half-page Black & White advertisement	\$75
<input type="checkbox"/> Donation Advertising Package	Contact ATP at (907) 450-8400

Please indicate whether your organization will
require an electrical outlet at your booth

YES

NO

ADVERTISEMENT SPECIFICATIONS

Please email your ad to: rmburgo@alaska.edu

Acceptable Formats: **PDF or JPEG files**

Half-page ad size: **3.5 x 4.75 in.**

Full-page ad size: **7 x 9.5 in.**

Deadline for Ad Submission: **March 25, 2011**

**FAX ORDER FORM TO:
ATP AT (907) 450-8401**

ATP WILL INVOICE YOUR ORGANIZATION FOR PAYMENT

(In 2011, ATP will contact you for details about your event location.)



PO Box 755400 Fairbanks, Alaska 99775
www.alaskateacher.org

VENDOR INFORMATION

Thank you for participating in Alaska Teacher Placement's
2011 Educator Expo or Lower 48 Job Fair.

Please contact the ATP offices at (907) 450-8400 if you have any questions.

BELOW IS INFORMATION PERTINENT TO JOB FAIR.

Please ship promotional items for distribution
in registration packets at the Lower 48 Job Fair to:

Embassy Suites Hotel
Attn: Alaska Teacher Placement
7901 34th Ave South
Bloomington, MN 55425

All materials must be received no later than April 8, 2011

Please ship promotional items for distribution
in registration packets at the Educator Expo to:

Hotel Captain Cook
Attn: Alaska Teacher Placement
The Whitby Room
939 West Fifth Avenue
Anchorage, Alaska 99501

All materials must be received no later than April 12, 2011

If you have additional supplies that you would like to have at your booth during the
job fair, please ship to above address but please indicate that they are supplies and
not promotional items.

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