



CAPITAL AREA SCHOOL DEVELOPMENT ASSOCIATION

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January 23, 2010

The **60th Annual CASDA/Capital District Chapter of SBGA School Operations & Maintenance Conference** will take place on **Tuesday, April 6, 2010** at **Ballston Spa High School**. We are proud to say that this is our longest-running professional development event. It is our desire to make this the highlight of the year for the school support staff that attend. It is my sincere hope that your organization will participate and contribute to making this conference the most successful to date.

Your participation allows you to showcase your best while subsidizing this important opportunity for the largest number of school maintenance and custodial staff. We truly appreciate your involvement, and try to maximize the opportunities for you to connect with school staff and supervisors.

Take a minute to look at the registration form and see the different ways you can participate and maximize your presence at this conference.

We invite you to present one of our workshop sessions. You are the experts in the field and our people want to hear from you. Workshops are designed to educate conference attendees on new solutions and techniques. Hands-on demonstrations are very effective tools in sharing knowledge, and are encouraged. Evaluations show that the most popular workshops are often those presented by our vendors.

Please read and complete the enclosed form and return it to CASDA as soon as possible. Because we want to provide a variety of informational workshops, we reserve the right to limit or reject presentation topics that are too similar in subject matter. Workshop presentations will be evaluated and selected based on the best overall professional development impact. **Workshop slots will fill up quickly, so please call me expressing your interest by February 22, 2010.**

Please fill out and return the registration forms enclosed. Exhibitor tables (6ft.) are **\$150**. Deadline for table registration is **March 12, 2010**. But **sign up early!**

Thanks for your support. We look forward to your participation.

Sincerely,

Ed Koller
Assistant Director, CASDA
518-512-5198 ext. 224
ekoller@uamail.albany.edu

Additional information on the back.



Vendors & Suppliers!

REGISTER TODAY FOR

CASDA's 60th Annual

Operations & Maintenance Conference

Tuesday, April 6, 2010

BALLSTON SPA HIGH SCHOOL

EXHIBITOR GUIDELINES

Purpose: The Capital District Chapter of Supervisors of School Buildings and Grounds and the Capital Area School Development Association (CASDA) are proud to invite you to participate in our **60h Annual Operations & Maintenance Conference**. The goal of this professional development day is to inform and instruct school facilities managers and buildings and grounds supervisors and staff on the newest products, techniques and best practices to equip them to provide exceptional, professional service to their school districts.

Location: The conference will be held at **Ballston Spa High School**, 220 Ballston Avenue, Ballston Spa, NY. *Set up for vendors will be available on Monday, April 5, and the morning of the conference. Details and exact set-up times will be provided with your registration confirmation.*

Utilities: Please note: There are limited electrical hook-ups available. You must make your request *in advance* for electricity at your table. You will be responsible for providing appropriate leads to connect your equipment to the electrical connection.

Any special requirements, please contact **Ed Martin at Ballston Spa, 518-884-7195, ext. 315.**

Vendors' Rodeo: The Vendors' Rodeo is one of the most popular parts of the conference. While not required, you are encouraged to provide a gift for the end of the day raffle.

What's the cost? \$150 per exhibit table. Submit the fee, with the vendor registration form, to the Capital Area School Development Association by **March 19, 2010**. Any unpaid registrations will be collected on the day of the conference (check only) **before you are allowed to unload**. Any questions regarding the vendor registration should be directed to CASDA (518-512-5198).

Additional information, directions, and downloadable forms are available online at www.casdany.org/OMvendors.htm

HOW TO MAXIMIZE YOUR IMPACT

We are very happy you are participating. How can you be sure that people will remember you after the conference? Here are some opportunities to stand out.

1. Conduct a workshop

When you present a workshop, you cement the image of "*the expert*" in the minds of participants. In keeping with our purpose, the workshop needs to instruct, demonstrate, inform, in some way provide professional development. But you can do that while showcasing your products and services. Sign up now!

2. Demo your products

During the day specific times are set aside when participants will be directed to vendor area. You should plan something dynamic in advance, so you can be prepared to demo your products as people flock to your tables.

3. Samples and giveaways

People remember the guy that gave them something interesting to take home. Double your impact by holding a raffle during your demo!

4. Outrageous customer service

The facilities managers that help plan this conference say they rely on input from their staff to evaluate new products. So treat those end users like gold.

PROGRAM (TENTATIVE)

7:00 am	Registration, coffee and pastries, <i>Vendor Displays</i>
8:00 am	Main Keynote Session
9:10 am	Break
9:20 am	<i>Concurrent Workshop Session I</i>
10:10 am	<i>Vendor Displays</i>
10:45 am	<i>Concurrent Workshop Session II</i>
11:30am	Break
11:40 am	<i>Concurrent Workshop Session III</i>
12:30 pm	Lunch
1:30 pm	<i>Vendor Displays</i>
2:05 pm	Vendor Rodeo - <i>Free gifts</i> from vendors by drawings



60th Annual

Operations & Maintenance Conference

Tuesday, April 6, 2010 Ballston Spa High School

Tables are 6 ft. long!

Vendor Registration



Send this form and registration fee by **Friday, March 19, 2010.**

Payment must be received prior to set-up on the day of the conference. You will receive a confirmation with further information regarding parking and set-up upon receipt of your registration.

Registration fee: \$150 per 6' table

You can get a free table at next year's conference by sponsoring a School Buildings & Grounds Supervisors' Professional Development Workshop during the 2010-11 school year. See below.

Lunch is on us!
Each registration includes **two lunch tickets.**
Extra lunch tickets may be purchased for \$8 each.
Additional Lunches? Qty.

Company Name: _____
Representatives*: _____
Address: _____ Telephone: _____
_____ FAX: _____
_____ E-mail: _____

* Instructions for delivery and set-up of exhibit will be sent to address above unless otherwise indicated.

Number of Tables Requesting: _____ x **\$150** = (Sub Total) _____

Request for Electricity (\$50 surcharge): _____

There is very limited access to electricity and data connections in the gym, and requests will be handled on a first come, first serve basis. You must make your request in advance. These services will **not** be available on demand the day of the show.

Check enclosed# _____ **Total** (Tables + Electricity + Data + Lunch tickets) \$ _____

I would like to conduct a workshop. Please provide a name of your workshop and a brief description of what the participants can expect to learn. All workshops are 50 minutes.

F A X c o m p l e t e d f o r m t o : 5 1 8 - 5 1 2 - 5 2 2 6



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I will provide a gift for the Vendor Rodeo.
Any gift would be greatly appreciated, participants love this portion of the conference. Please participate.