

April 11, 2010

(Vendor's Name)
Title
Facility
Address
City

Re: Labor Assistance Professionals Conference (LAP) August 22-August 27, 2010

Dear (Vendor)

Thank you for your participation in our 17th Annual Labor Assistance Professionals (LAP) Conference. This years' Conference is being held at the Doubletree Hotel at the Entrance to Universal Orlando. 5780 Major Blvd, Orlando, FL 328819. Phone # (407) 351-1000, from August 22, through August 27, 2010.

When making your hotel reservations, it is imperative that attendees identify themselves as part of the Labor Assistance Professionals (LAP) Conference to be eligible for the special group rate of \$79.00 + tax and room fees per night, single/double occupancy. No rate adjustments will be made after guest(s) have checked in. A deposit for one night's stay will be due no later than August 1, 2010. Room Reservations: www.Doubletree.com or 1-800-222-tree.

Enclosed you will find the 2010 LAP Conference Vendor Guidelines and Requirements, and a copy of a Registration Form. **Please make checks payable to: LABOR ASSISTANCE PROFESSIONALS** and return with the Vendor Registration Form and vendor fees as soon as possible to: Shelia Bordeaux, California LAP Chapter President, Labor Assistance Professionals at: 7342 Fulton Ave, North Hollywood, CA 91605.

Again, thank you in advance for your participation and support. If you have any questions, please direct them to one of the following: To ensure you or your designee will be able to get the maximum benefit from our conference:

Shelia Bordeaux
Local: 818 503-9555
Fax: 818 503-9665
E-Mail: MrsSheliaB@aol.com

Sincerely,

Jack Freckman

Jack Freckman, LCSW, LAP-C
Chair Labor Assistance Professionals-National

**Labor Assistance Professionals Conference
Doubletree Hotel @ the Entrance to Universal Orlando
August 22, 2010 through August 27, 2010
Vendor Guidelines and Requirements**

The Labor Assistance Professional audience is made up of Union EAP's, Employee Assistance Professionals, College Students and a host of other professionals that work in Mental Health and Substance Abuse fields from across the country and Canada. Our conference attendance has been over 350 professionals, who on an average service 4000 – 5000 employees. This opens opportunities for your facility to be introduced to over 1,500,000 potential customers.

- Exhibitor Fees for the 2010 LAP Conference are \$800 per table. Fees include one (1) draped table and (1) conference registration.
- Exhibit Hours: Monday, August 23, 2010 through Thursday, August 26, 2010, 7am -4pm.
- All Vendors are responsible for making sure all printed materials have a Union bug (2010 required). This will be a mandatory 2011 requirement.
- All Vendors are responsible for manning their own tables.
- All Vendors are responsible for their own property.
- All Vendors are required to have a sign displayed minimum size 20 x30 (poster board). That states the facility supports organized labor and the Labor Assistance Professionals.
- All Vendors are responsible for their own hotel reservations and accommodations.
- **PLEASE MAKE ALL CHECKS PAYABLE TO: LABOR ASSISTANCE PROFESSIONALS.**

All vendor fees and registration forms must be returned to Shelia Bordeaux, California LAP Chapter President no later than July 25, 2010. No business or personal checks will be accepted after the deadline. Fees will only be accepted in the form of **cash or cashier's check only.**

Any changes in registration are subject to additional fees.

Please note fees must be paid in advance or vendors will not be allowed to exhibit or distribute any materials.

17th LABOR ASSISTANCE PROFESSIONALS ANNUAL CONFERENCE

August 22 – August 27, 2010

Doubletree Hotel at the entrance to Universal, Orlando Florida

Exhibitor Fees for the 2010 LAP Conference are \$800 per table. Fees include one (1) draped table and (1) conference registration.

Exhibit Hours: Monday, August 23, 2010 through Thursday, August 26, 2010, 7am - 4pm.

****Please enclose email and phone number to facilitate communication – if necessary*.***

THANK YOU FOR YOUR PARTICIPATION!

Please mail the Registration Form and payment to:

Shelia Bordeaux,

California LAP Chapter President

7342 Fulton Ave

North Hollywood, California 91605

PLEASE MAKE ALL CHECK PAYABLE TO:

LABOR ASSISTANCE PROFESSIONALS

Total enclosed: \$_____ Make check payable to: Labor Assistance Professionals (LAP).

Organization Name: _____

Contact Name: _____ Title: _____

Address: _____ City: _____ State: ____ Zip: _____

Telephone: _____ Telephone: _____

Fax: _____ E-mail: _____

Date: _____ LAP Chapter Affiliation: _____