



**Date:** August 8, 2016  
**To:** All Existing and Potential 2017 AIA/CSI Trade Fair Exhibitors & Sponsors  
**From:** AIA/CSI Trade Fair Committee  
**RE:** Seminar Request for Proposal

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LOUISVILLE'S LARGEST TRADE FAIR FOR CONSTRUCTION INDUSTRY ATTRACTS 300+ DESIGN PROFESSIONALS!

REGISTER NOW BEFORE IT'S TOO LATE!

(Register online: [www.aiacsitrade.com](http://www.aiacsitrade.com) Enter Exhibitor area for registration.)

The 2017 AIA/CSI Trade Fair committee is requesting proposal submissions from companies who would like to provide an educational program to be given at the 2017 show on February 21. We currently have plans to provide an opportunity for three (3) companies who are exhibiting at the 2017 trade fair to provide an accredited AIA CEU one hour course to be attended by architects and other trade fair attendees.

Those companies who plan on exhibiting at the 2017 show and wish to be considered for one of the three openings should submit a proposal consisting of a detailed outline of the planned presentation, AIA CEU provider number and a list of any special requirements for equipment. Please note that the equipment cost is to be paid by the presenter to the convention hall. Send by email to:

Glen Buckner, AIA, CSI, NCARB, LEED GA Email: [glen.buckner@allegion.com](mailto:glen.buckner@allegion.com)

Submissions need to be received by 5:00 P.M. on November 1, 2016. If your company is selected there will be a charge of \$500 (plus equipment cost) in addition to the cost of your booth. We will arrange all necessary space, including set up and breakdown of that space.

The committee will evaluate the submissions and notify the selected participants by December 15, 2016, with the fee to be paid in full by January 15, 2017. If you have any questions, please contact Glen Buckner at 502.523.8062