15th Biennial Tri-State Consortium Conference

April 13 – 17, 2019

Long Island Marriott, Uniondale, New York

Exhibitor/Vendor Registration Form

|  |  |
| --- | --- |
| **Name**  |  |
| **Title** |  |
| **Organization**  |  | **Tax ID#** |
| **Address** |  |
| **City** |  |
| **State**  |  |  **Zip Code** |  |
| **Phone**  |  |
| **Fax** |  |
| **Email** |  |
| **Onsite Contact Person** |  | **Cell Number** |  |
| **Do you need outlets?** |  |  | **# outlets** |

1. **If exhibitor/vendor indicates service or product (s) to be displayed: \***

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**Select Option Below:**

|  |  |  |
| --- | --- | --- |
| Option 1 | Marketing/Visibility | Event Attendance |
| $375 per day (two days)$650 for both daysPayment due with signed vendor contract | **Corner Booth 8’x8’ booth furnished with a table cloth, two 6’ tables and two chairs.****Name Badges. Inclusion in Tri-State Conference Guidebook application and website** | **2 conference registrations**  |
| Option 2 |  |  |
| $300 per day (two days)$500 for both daysPayment due with signed vendor contract | **Aisle Booth 8’x8’ booth furnished with a table cloth, two 6’ tables and one chair. Name Badges. Inclusion in Tri-State Conference Guidebook application and website** | **1 conference registration** |
| Option 3 |  |  |
| $175 per day (two days)$300 for both daysPayment due with signed contract | **Small inner booth furnished with a table cloth, one 6’ table and one chair. Name Badge.****Inclusion in Tri-State Conference Guidebook application.** | **1 day conference registration****Add $100 if interested in meals**  |

**NOTE TO ALL EXHIBITORS/VENDORS:**

In order for the conference committee to properly display your organization/company’s information within our Tri-State Conference Guidebook application, you will need to submit the following:

1) Banner image (max size= 600 px by 110 px) (.jpg format)

2) Preferred Vendor/Sponsor Name

3) Website URL

4) Sponsor Avatar Image (180px wide by 180 px tall) (.jpg format)

5) Text (500 characters)

6) Link Title

7) Optional\* - Image of business card (650 px wide by 450 px tall) (.jpg format)

**B. If applicable, please indicate items to be donated & value to provide to attendees.**

Item (s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quantity \_\_\_ Dollar Value \_\_\_\_\_\_\_

**All donated items must be received no later than April 10th for consideration for inclusion in attendee bags.**

**C. Please email your logo to include in the conference program in the designated vendor/exhibitor advertising space to Hema Patel at** **HPatel@middlesexcc.edu** **in .JPG format (.jpeg), phone 732-906-2544.**

**Please email form and logo to Robert James at** **rdjames24@gmail.com** **((518) 859-0319). Payment will be due with signed contract to reserve your booth. Make check payable to: Tri-State Consortium. Checks should be mailed to C/O William Short, HEOP office, Whitman Annex, St. Lawrence University, Canton New York 13617**

***Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***\*Note: Tri-State Consortium reserves the right to refuse any vendor based upon our discretion and appropriateness of vendor/exhibitor promotion, inclusion and alignment with our mission and purpose.***