

# Downstate Conference

## Resource/Vendor Table Registration

### April 25-26, 2017



### Regency Conference Center, Hilton Garden Inn, O'Fallon, Illinois

- \* **All vendors must check-in** at the conference registration table.
- \* Tables can be set-up **after 7:30 a.m.** on April 25<sup>th</sup> and dismantled by the close of the conference on April 26<sup>th</sup>.
- \* Vendors selling merchandise are asked to have cash and carry items available for attendees.
- \* There is a vendor fee of **\$35 for each person/each day** associated with vendor tables.
- \* Vendors registered for the conference are exempt from the Vendor Fee, but **must complete a Vendor Registration Form** to reserve space.
- \* The vendor fee includes a table, lunch, and snacks served at the conference.
- \* If you would like to request electricity, you must contact Sheryl Woodham by April 1<sup>st</sup>.
- \* **Mail Resource/Vendor Table Registration to:**

Sheryl Woodham, Downstate Conference Planning Committee  
c/o The Guardian Center, Inc.  
1124 Oak Street  
Carmi, IL 62821

Agency/Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name(s) of those at table: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Contact Email: (required to confirm tables): \_\_\_\_\_

Vendor(s) registered for Conference?  Yes  No

Type of Table:  Merchandise  Information

Number of tables requested: \_\_\_\_\_ Tablecloth(s):  Need  Have My Own

April 25: \$35 x \_\_\_\_ (#of people attending) = \$ \_\_\_\_\_

April 26: \$35 x \_\_\_\_ (#of people attending)= \$ \_\_\_\_\_

Make check payable to: Downstate Conference