

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 25th and dismantled by the close of the conference on April 26th.
- * 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 1st.
- * **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