NAEP Regional Meeting Vendor Registration Template

This information will be helpful so that NAEP can build an online registration site for vendors to purchase exhibit booths and sponsorships.

Meeting Information

- Date:
- Theme:
- Location:
- Contact person
  - Name:
  - Email:
- Hotel Rate:
- Hotel Address:
- Hotel Website:
- Hotel reservation discount link or code:
- Do you have an updated logo: Y/N
  - If yes, please attach it to your email

Primary Information (Indicate which questions you would like to have on the vendor registration form)

- Exhibitor Contact Name
- Title
- Exhibitor Company Name
- Company Address (City, State, Zip)
- Email
- Business Phone
- Cell Phone

Additional questions:

Items for Purchase

- Booth
  - Price $_________
  - Booth Space Assignment policy: (first come, first serve for example)
o Size of booth ________ (8’x10’ for example)

o Do you have an Exhibit Hall Map Y/N
  ▪ If Yes, please attach it to your email

o Early bird rate $__________
  ▪ Begin Date _________ End Date _________

o What’s included in booth package? (ex. Pipe/drape, table, carpet etc.)

o Number of full registrations included with booth ______

o Number of exhibit hall only registration included with booth ______

o Is a booth included in your sponsorship package(s)? Y/N
  Size ________

o Sponsorship Program
  o Sponsorship name(s):

  o Sponsorship(s) Description:

  o Price per level(s):

Optional:
  o Full Exhibitor Registrations (typically includes access to sessions)
    ▪ Price $_______
    ▪ What is included in a full registration (ex. Drink tickets, host event ticket, golf, etc)

  o Exhibit Hall Only Registration
    ▪ Price $_______

  o Host Event
    ▪ Ticket price: $_______
    ▪ Event Information:

  o Golf Event, if any
    ▪ Golf Course:
    ▪ Additional fee: $_______
    ▪ Club rentals Y/N
    ▪ Tee Time :

If you would like to include additional questions or instructions on the registration form please include them below.

Submit your form to NAEP at naepadmin@naepnet.org