Indiana University of Pennsylvania

Vendor Registration Form

Wednesday, May 29, 2013

Name of Vendor/Business: _____

Person(s) Attending: _____

_____

Telephone No. _____

Cell Phone No. _____

Address: _____

_____

Will you be attending Lunch? Yes: _____ No: _____

Number of Tables Needed for your business: _____

(There is a $35 flat fee per vendor/business to set up a table(s). This fee includes the meals for 1 person from the business. Each additional person at the table who wishes to have breakfast and lunch will need to pay $25.) (Tables are 7 feet in length)

Number of People Attending Lunch from your business: _____

Cost: $25.00 (includes light continental breakfast and a boxed lunch that is made up of a sandwich, chips, cookie, bottled water, and anti pasta salad.)

A variety of bottled soda, hot coffee, and hot tea will be available as well at lunch.

General Information:

- Please make all registration checks payable to: **IUP**
- You will be able to come in and set up beginning at 7:30 am at the Kovalchick Complex
- There is an elevator located near the entrance on Wayne Avenue should you wish to pull to the curb to bring your supplies into the building and then park your car.
- You will have your own table for your merchandise and display.
- You will be able to have your table open from 7:45 am through the close of the day, roughly 4:30 pm. (The last workshop ends at 4:00 pm.)
- Parking is free at the Kovalchick Complex or in the Eberly College of Business Parking Lot for this event.
- All tables have a black table cloth for each table that goes to from the table top to the floor.
- There is electric around the top of the KCAC so that you are able to use electronic devices for payments for your merchandise.
- Please feel free to bring pamphlets, brochures, and contact information for conference attendees to take.

Please contact Diane Traves at 724-357-4077 or email: Diane.Traves@iup.edu with any questions. You may mail this form with your payment to:

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