



Be an Exhibitor at the 2017 CSBGA Tradeshow

Tuesday, November 7, 2017

The Connecticut Building and Grounds Association invites you to exhibit at our 2017 Tradeshow on November 7 from 9:00 am—1:30 pm at **CREC: The Academy of Science and Innovation, 600 Slater Road, New Britain, CT**. As an exhibitor, you will have direct access to the buying power of many facility managers and staff from across Connecticut. This is a prime opportunity to demonstrate your products, explain your services, and evaluate competitive lines and equipment.

Submit the below Exhibitor Registration form with your membership dues before **September 30, 2017** to take advantage of our **early-bird rates!** Space is limited and assigned on a first-come, first-served basis.

Exhibitor Information

ALL VENDORS MUST BE AN ASSOCIATE MEMBER OF THE CONNECTICUT SCHOOL BUILDINGS AND GROUNDS ASSOCIATION.

Table Price

If you sign-up before or on September 30, the price for a single table is \$350. After September 30, the price for a single table is \$400. Additional tables may be reserved for a cost of \$200 per table.

You can renew your membership dues and register as a vendor at the same time. Please indicate on the form whether you will be renewing your dues at this time or if you have already submitted payment for your membership dues.

Electricity

Electricity is available if needed. Please indicate your preference on the registration form.

Lunch

A buffet lunch will be available. Lunch tickets are available for purchase at \$25/person. Please indicate on the form the number of tickets needed.

Door Prizes

Door prizes will be held throughout the day. Please indicate on the form if you will be donating a door prize.

Set-up Time

Vendors can set-up after 7:00 am. Displays must be ready for showing no later than 9:30 am. Any space unclaimed will be reassigned without refund.

Cancellations

The CSBGA must be notified in writing of any cancellation. There is a \$50 administrative fee for all cancellations received prior to November 1, 2017. There are no refunds after that date. The exhibitor agrees to protect, indemnify and hold harmless the CSBGA, its officers, directors, members and staff from any and all liability, loss, damage and expense resulting from the exhibitor's use of the exhibition space. In the event of cancellation due to fire, strikes, government regulations, or other causes beyond the CSBGA control, the CSBGA shall not be held liable for the failure to hold the tradeshow and exhibit as scheduled, and the CSBGA shall determine the amount of the exhibit fees, if any, to be refunded.

CSBGA Exhibitor Registration Form

All CSBGA membership and correspondence will be directed to the individual listed below.

Company: _____

Contact Name: _____ Title: _____

Street: _____ Home Address Company Address

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Please provide a description of your products/services in approximately 25 words.

Company Name for Badges: _____

Representatives:

Electricity is Needed Yes No

Raffle Prizes

Do you wish to present a door prize? Yes No If yes, please describe: _____

PAYMENT INFORMATION

Quantity	Description	Fee	Total
1	2017/2018 CSBGA Membership Dues <input type="checkbox"/> Previously paid	\$200.00	
1	Table (on or before September 30, 2017)	\$350.00	
1	Table (after September 30, 2017)	\$400.00	
	Additional table	\$200.00 per table	
	Lunch Tickets	\$25.00 per ticket	
	TOTAL DUE CSBGA		

Full payment must accompany exhibitor registration form. Make checks payable to CSBGA and mail/fax with form to the address below. MC/VISA/AMEX are accepted.

Card Number: _____ Exp. Date: _____

Name on Card (print): _____ Signature: _____

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