Vendor Confirmation of Attendance
&
Sponsorship/Raffle Prizes

Company Name: _____

Representative: _____

Address: _____

Phone: _____ **Fax:** _____ **Email:**_____

Web Site Address: _____

Nature of Business: _____

_____

_____

Vendor Information will be printed in conference program as shown above, unless otherwise indicated.

Vendor Participation Fee: *$375*

Skirting for your display? _____ Yes_____ No   Electric hook-up for your display? (No fee) _____ Yes_____ No

Vendor Ads: Please submit camera-ready artwork for ease in printing. Ads need to be in **PDF format**,

preferably in black and white.

___ Full Page (8½ x 5½) = *$250*   ___ Half Page (4¼ x 5½) = *$150*   ___ Business Card Size = *$100*

 (Ad space is limited and offered on a first come, first served basis.)

Sponsorship Opportunities:

- Pre-dinner Event: *$600 per sponsor*

    _____ Sunday's Welcome Reception: Cocktail & hors d'oeuvres (up to 2 sponsors)

    _____ Monday Evening Social Mixer: Cocktail & hors d'oeuvres (up to 2 sponsors)

- _____ Tuesday's Semi-Formal Dinner: Cocktail & hors d'oeuvres (up to 2 sponsors)

- AM or PM breaks: *$250 per break*

    _____ Monday AM coffee/pastries

    _____ Monday PM soft drink, coffee, tea

    _____ Tuesday AM coffee/pastries

Donate a Prize for Tuesday's Drawing:

- Please indicate prize to be donated, if known _____

Please make checks payable to <u>NYS Association of Personnel & Civil Service Officers</u>.

<u>Summary</u>	<u>Fee Enclosed</u>
Participation Fee ($375)	= _____
Vendor Ads ($250, $150, or $100)	= _____
Sponsorship Fee(s):	
Sunday reception ($600)	= _____
Monday night social event ($600)	= _____
Tuesday dinner ($600)	= _____
Breaks ($250 each)	= _____
Total enclosed	= _____

Return this form with your check by <u>April 27, 2018</u> to:

Beth Mortas
Personnel Officer
Onondaga County Department of Personnel
421 Montgomery Street, 13th Floor
Syracuse, NY 13202

(Please keep a copy for your records)

NOTE: **In order to list your company in our printed brochure, we need a response from you <u>no later than</u> Friday, April 27, 2018. Contact Beth Mortas at (315) 435-3995, or email: <u>elizabethmortas@ongov.net</u> with any questions.