

**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 NYS Association of Personnel & Civil Service Officers.

Summary

Fee Enclosed

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 April 24, 2019 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 no later than Wednesday, April 24, 2019. Contact Beth Mortas at (315) 435-3995, or email: elizabethmortas@ongov.net with any questions.**