

Request for Exhibitors

4th Annual Adolescent Health and Wellness Conference

Friday, May 11, 2012

8:30 A.M. – 3:30 P.M.,

Radisson Inn, Corning, NY

Dear Friends and Colleagues;

The Steuben Rural Health Network in collaboration with the Steuben Teen Pregnancy Prevention Task Force is extending an invitation to your organization to participate in our 4th Annual Adolescent Health and Wellness Conference on Friday, May 11, 2012 8:30A.M.- 3:30P.M.

We hope that you will join us in this excellent opportunity to showcase your services and programs and to network with other agencies.

Exhibit Times:

Friday, May 11, 2012, 8:30 a.m. – 3:30 p.m.

Exhibitors' Location: Radisson Inn, Corning, NY

Eligibility:

Exhibit areas are open on a space available basis. Please note that **space is very limited** and registration forms should be submitted with payment as soon as possible to guarantee that your organization will be granted a table. Because of the limited amount of space available for exhibitors, SRHN staff reserve the right to select or reject petitions for vendor slots based on the proposed service and its relevance to community health and wellness needs, as identified in the 2012 Work Plan. Appeals for clarification of any decision will be settled by the SRHN Governance Committee.

Registration Information:

\$60 exhibitor's fee and completed registration form is due no later than March 16, 2012.

\$60.00 registration fee covers the cost of the exhibitor's table and continental breakfast for two. Checks should be made payable to the Institute for Human Services.

Space Assignment:

A six (6') to eight (8') foot table and 2 chairs are included with each space. 110V electrical outlets will be available on a limited basis. Computers, monitors, and additional A/V equipment is the sole responsibility of the exhibitor. Exhibits are limited to the table area.

Installation and Dismantling Exhibits:

Exhibitors are responsible for set-up and dismantling of their exhibit. The set-up time is from 7:30 a.m. – 8:15 a.m. on Friday, May 11, 2012.

Exhibit Representative:

Each exhibitor table must be staffed during the designated exhibitor time.

Attendance of Exhibitors:

Exhibits are limited to the organizations that have paid for their exhibitor's fee and reserved a space with the completed registration form.

Liability and Security

Each exhibitor must make provision for the safe guarding of his/her own goods, materials, equipment and display items at all times. The exhibitor must leave space occupied by him/her in the same condition it was at the time of occupancy. The exhibitor will be responsible for all damages to the exhibit areas.

**4th Annual Adolescent Health and Wellness
Friday, May 11th, 2012
Corning Radisson
Exhibitor Registration Form**

Organization: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ FAX: _____

E-Mail: _____

Please provide a brief description of your organization's services: _____

Exhibitor # 1:

Name: _____

Title: _____

E-Mail: _____ Phone: _____

Exhibitor # 2:

Name: _____

Title: _____

E-Mail: _____ Phone: _____

Please mail registration form and **\$60 exhibitor's fee** no later than **March 16, 2012** to:

Institute for Human Services/ STPPTF
6666 County Route 11
Bath, NY, 14810

Upon receipt and acceptance of registration form and fee, you will receive a confirmation email. Space is very limited. **Refunds will be provided only if we cannot accommodate your registration.**

Additional questions? Please call Kelli Mannon at 607-776-9467 x-226