

Women's Conference Market Place Vending Space
Application

SUNY SULLIVAN
LOCH SHELDRAKE, NY 12759
Saturday, April 13, 2019 8:00 a.m. – 4:00 p.m.

Name: _____

Business Name: _____

Address: _____

Phone: _____ Email _____

SUNY Sullivan is once again hosting its Women's Conference on Saturday, April 13, 2019. If you are interested in obtaining a vendor space, please fill out this registration form.

Space Rental Fee: \$35 / This fee includes one 6' table and chairs.

(This fee **DOES NOT** include meals)

(There is a limited number of vendor spaces – They are available on a first come, first served basis.)

***** Breakfast and lunch will be offered to vendors at additional \$18.00 per person**

(This is the same food served to the conference participants. If you choose not to purchase your meals, the cafeteria will be available with other food options.)

____ **Yes**, I will be including meals (Please make sure to get your food ticket upon check-in if you choose to include your meals.)

____ **No**, I will take care of my own meals

Check enclosed for \$ _____

Describe Items that will be for sale (Use back if necessary)

I, (we), the undersigned apply to the Women's Conference at SUNY Sullivan to be held on Saturday, April 13, 2019 from 8:00 a.m. to 4:00 p.m. and agree to abide by the rules and regulations as established by the College.

Liability: Participants are responsible for displaying, supervising and selling their work. SUNY Sullivan assumes no responsibility for property while being brought to, placed in, or removed from the area of the Fair; and is hereby released and discharged from any and all liability for any loss; injury and damages of any nature whatsoever to persons or property that may be sustained while on the premises.

SIGNATURE _____ DATE _____

IMPORTANT! PLEASE READ BEFORE RETURNING APPLICATION

Thank you for your interest Women's Conference Market Place scheduled for Saturday, April 13, 2019 from 8:00 a.m.– 4:00 p.m. on the SUNY Sullivan grounds.

IF YOUR EXHIBIT INCLUDES FOOD ITEMS, PLEASE BE ADVISED THAT YOU MUST HAVE A LICENSE OR PERMIT FROM THE DEPARTMENT OF HEALTH.

A copy of this must be returned with your application so that we have it on file in our office. A copy must also be displayed at the exhibit. Exhibitors may not sell beverages. Non-edible items made of bread dough or sugar may be sold; however, we request that you provide information stating the items are not edible and are for display only.

FEE SCHEDULE: \$35.00 which includes one 6' table and chairs

FEES ARE NOT REFUNDABLE!

You may begin setting anytime after 6:30 a.m. in the E-lobby. Your vending booth must be ready by 8:15am.

PLEASE RETURN YOUR APPLICATIONS AS SOON AS POSSIBLE.

Checks should be made payable to: SUNY Sullivan

Mail to:

SUNY Sullivan

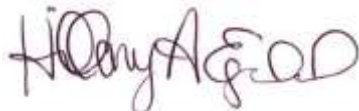
Attn: Hillary Egeland

112 College Road

Loch Sheldrake, NY 12759

If you have any questions, please contact me at 845-434-5750, ext. 4377.

Cordially,

A handwritten signature in black ink that reads "Hillary Egeland". The signature is written in a cursive style with a large initial "H" and "E".

Hillary Egeland

Director of Special Events and Campus Activities/Women's Conference Co-Chair