

# HOMECOMING EXHIBITOR CONTRACT-2018

MAY 4-6 • SAN JOSE, CALIF.

## Exhibitor Information:

Company Name		Billing Address	City	State/Province
Company Contact	Phone	Fax	Zip/Postal Code	Country
Address	City	State/Province	E-mail Address	
Zip/Postal Code	Country	Website		
Brief Description of Services: _____				

## Exhibitor Staff Information: (Names must be submitted by Friday, April 6, 2018)

Name Badge 1 (included with space/non C.E.) Name Badge 2 (included with space/non C.E.)

Additional Name Badges: (non C.E.)

## Table Information:

Exhibit Display \$250: \$ \_\_\_\_\_

Electricity \$50: \$ \_\_\_\_\_

*Electricity is limited so please indicate when registering if you will require electricity so we can accommodate you as best as we can.*

Additional name badges \$50 per person: (non C.E.) \$ \_\_\_\_\_

Grand Total: \$ \_\_\_\_\_

- I will be attending the Saturday Night Gala.  
 I'm interested in sponsorship opportunities. Please send me more information.

## Equipment Needs:

Each booth is provided with one 6' table, two chairs and one trash can. Please let us know if you do not need any of the items required. If you need additional equipment, please specify below.

- 6-foot table Qty: \_\_\_\_\_  
 Chairs Qty: \_\_\_\_\_  
 Other Please Specify: \_\_\_\_\_

*Additional needs must be requested in writing to the exhibit coordinator by April 6.*

The below signature verifies that I have read and agree to the Expo policies.

Signature \_\_\_\_\_ Date \_\_\_\_\_

CONTRACT NOT VALID WITHOUT A SIGNATURE.

## Payment Information:

- Check Enclosed  
 American Express  Discover  
 MasterCard  Visa

Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date (Month/Year) CVC \_\_\_\_\_

Please make checks payable to Palmer College. All tables must be paid in full at the time of registration.

## Refunds:

All cancellations must be submitted in writing and refunds will be made as follows:

- 90% of the fee will be refunded if cancellation is received at least 90 days prior to the first day of the Expo.
- 75% of the fee will be refunded if cancellation is received at least 30 days prior to the first day of the Expo.
- No refund will be given if cancellation is made less than 30 days prior to the first day of the Expo.
- Exhibitors who are sponsors will receive the appropriate refund for booth cancellations but sponsorships are non-refundable.

## Mail Form To:

Continuing Education and  
 Events Department  
 1000 Brady Street, Davenport, IA 52803

Fax: (563) 884-5103