

**VENDOR
MEETING REGISTRATION FORM**

| | FOR OFFICE USE | |
|------------|----------------|--------|
| DATE REC'D | CHECK # | AMOUNT |
| | | |

COLLEGE STORES ASSOCIATION OF NC (CSANC)

Annual Meeting October 22-25, 2017
Hilton Wilmington Riverside Hotel, Wilmington, N.C.

LAST NAME FIRST NAME

NAME FOR BADGE

COMPANY NAME

MAILING ADDRESS CITY STATE ZIP

PHONE NUMBER FAX NUMBER

EMAIL ADDRESS WEBSITE ADDRESS

ELIGIBILITY

To participate in this Annual Meeting, dues must be paid and vendor must be in good standing with CSANC. Please complete and submit the CSANCA 2017 Application For Membership.

Table Top Expo

I request a 36" x 72" table for displaying my goods and I agree that all items must fit on that table: Y N

Registration

Full Registration is required for each table being requested. Duplicate this form for more than one \$ 225.00
 A Full Registration covers all sessions and events. Only a guest can purchase "*" below items separately.
 • Monday and Opening Night Reception \$50.00 \$ _____
 • Tuesday Full Day \$130.00 \$ _____
 • Tuesday Motivational Breakfast and Guest Speaker \$35.00 \$ _____
 • Tuesday Banquet Only \$50.00 \$ _____
 • Wednesday Breakfast and Guest Speaker \$35.00 \$ _____
 Enter Sponsorship - Bronze \$100.00, Silver \$200.00, Gold \$300.00, Platinum \$500.00 \$ _____
 I will need low current standard electricity at my table. If yes then enter \$50.00 \$ _____
Check Enclosed **Hotel** for TOTAL \$ _____

HOTEL

Shipments arriving prior to Oct 21st could be refused (see additional shipping instructions on next page). There will be no charge for Wi-Fi on the trade show floor.

Preferences (for Table Top Expo event)

I prefer to be near _____

I prefer to not be near _____

Special Dietary Needs _____

Make checks payable to:

College Stores Association of North Carolina or CSANC
If you would like to pay by credit card or questions, please call Stephanie @ 704-787-6614 or sataylor@catawba.edu

Mail completed form with payment to:

CSANC
Attention Stephanie Taylor
210 Maple Street
Salisbury, NC 28146

CSANC Table Top Expo Additional Information

To participate in this Annual Meeting and Table Top Expo, dues must be fully paid and vendor must be in good standing with CSANC and CSANCA. Participating vendor agrees to abide by the rules and regulations of CSANC and CSANCA.

A full registration of \$225.00 is required for each table being requested. Please complete and submit separate forms for each table being requested.

A full Registration of \$225.00 covers all sessions, meals, and on-site events. Golf and tour may be extra.

If shipping goods in advance to the hotel for the Table Top Expo, due to storage concerns we recommend your shipment not arrive no more than 3 days prior to the event. Make sure you have the hotel address on it, to your attention or whoever should receive it, the conference name and date of your arrival. The hotel's shipping department will deliver it to the conference room for your event date. There is no cost for this. Also make sure you have a prepaid return label on the packages if they can be shipped back to you. CSANC or CSANCA will not be responsible for any shipments to or from the hotel that were damaged or lost.

Each full registration entitles registrant to invite one guest. Only a guest may purchase events separately if wanted.

This year tables will be 36" x 72" and vendor must agree that all items being presented must fit on that table with a height not to exceed 96". Neither items nor signage may be placed on the floor next to your table or anywhere else in the room.

Table Top Expo floor opens at 9:15 AM for set-up and must be complete by 12:00 Noon sharp on the day of the Table Top Expo.

Tables are assigned space according to fire marshal and/or hotel regulations and are not to be moved or removed without consent of hotel management or CSANC officers. Supervisors will be patrolling the trade show floor and advising vendors of any infractions found. Vendor in violation will be asked to correct the problem or be evicted from the Table Top Expo. Registration will not be refunded.

Lots of preparation has been done in advance to keep vendor competitors away from each other and special consideration has been given to those paying extra for electricity. If unhappy with your table assignment, or location, or if end-of-aisle placement is required to accommodate ambulatory needs, please contact a supervisor at least two hours before the trade show opens for the possibility of being relocated. We will do all possible within reason to accommodate your needs.

Private showings of wares in your hotel room are not permitted. Violations will result in expulsion and membership privileges revoked.

Your Vendor and Bookstore Boards of Directors are constantly looking for ways to improve your Table Top Expo experience. Please take a few minutes and list any suggestions you have that may make this a better show. We will present your suggestions at the next Board of Directors meeting for their consideration.

CSANC RULES & REGULATIONS

Vendor member in good standing

- Privilege to attend annual convention. Member must purchase a full registration.
- Privilege to attend all sessions
- Privilege to attend networking suite
- Privilege to invite one guest with each membership. Must register full or partial.
- Listing on the CSANC web site directory for the member and the company represented with a maximum description of 250 characters
- Privilege to participate in Table Top Expo and display wares
 - Limit one table per membership, or
 - Limit one table per full registration (choose one)

Vendor member not in good standing

No privileges

Membership Termination

Membership may be terminated if the member is cited for inappropriate behavior which will be determined by the CSANC board of directors after an investigation. Outcome and/or reprimand will be based on the board findings plus input from the bookstore board.

Action may include but not be limited to:

- No action
- A request for written apology
- A warning
- Suspension of membership
- Termination of membership

Membership Reactivation

To reactivate a membership and become a member in good standing, one must pay the current year's dues, and one must pay the previous year's dues. At this writing, dues are \$40.00 per year.

To reactivate a membership that was terminated for bad behavior or violation of CSANCA rules, one must submit a new application which will be reviewed by the board of directors and in their judgement either approved or denied.

Trade Show

The trade show is a Table Top Expo and all goods on display must fit on that table. No exceptions.

Note: These rules & regulations may be subject to change based on each years convention.