

Registration Form for Exhibitor Space

2020 The Association of Extension Administrators System Wide Conference

June 21-25, 2020

Renaissance Orlando at SeaWorld

6677 Sea Harbor Dr, Orlando, FL 32821



General information:

Name of Exhibiting Entity (Institute, Company, Agency, etc.): _____

Name of Contact Person responsible for managing the exhibit: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Fax: _____ Email: _____

The exhibit and vendor setup time: 1:00 a.m. to 6:00 p.m. on Sunday, June 21, 2020 and 8:00 a.m. to 10:00 a.m. on Monday, June 22, 2020.

Exhibit information:

The size of the exhibit space is 10 feet by 10 feet, each equipped with one 6ft. table and two chairs. The exhibit cost for each exhibit space is \$3000.00 (which includes one \$650.00 registration fee; additional persons will be required to pay additional registration fees based on the payment schedule) plus extra costs for special requirements (see page 2).

Please make payments (check, money order or purchase order) payable to: The Association of Extension Administrators. Tax Identification Number: 383721202. Please return the completed form and payment by **April 3, 2020** to:

Dr. Mark Lattimore, AEA Treasurer

PO Box 898

Fort Valley, GA 31030-4913

Please specify any special requirements for your exhibit space below. The following will be an additional cost to the exhibiting entity such as: Electrical Outlet, Computer Connection, Other(s):

(For additional information, please contact Dr. Raymon Shange at rshange@tuskegee.edu)

QTY	Exhibit Space	Rate	Total	
	10' x 10' area with two chairs and one 6' table	\$3000 each		
QTY	DATA DISPLAY, VIDEO & AUDIO EQUIPMENT	No. of Days	Daily Rate	Total
	Laptop Computer		\$250	
	21" Computer Monitor		\$95	
	55" Monitor With Stand		\$550	
	70" Monitor With Stand		\$850	
	LCD Projector		\$700	
	5' - 8' Tripod Screen		\$90	
	Client Projector Support Package (Does Not Include Projector)		\$195	
	Wirless Microphone - (Handheld / Lavalier)		\$200	
	Powered Speaker - (Stand)		\$100	
	Flip Chart w/ Markers		\$75	
QTY	BANNERS (one time chg)	Pre-Order \$	On Site \$	Total
	Banner Hang Fee (1)	\$125 each	\$188 each	
	Banner Hang Fee (2-5)	\$100 each	\$150 each	
	Banner Hang Fee (6 or more)	\$75 each	\$113 each	
QTY	Electrical Drops & Extension Cords (one time chg)	Pre-Order \$	On Site \$	Total
	120 V 5 AMPS	\$75	\$115	
	120 V 10 AMPS	\$125	\$185	
	120 V 15 AMPS	\$150	\$220	
	120 V 20 AMPS	\$170	\$250	
	Extn Cord	\$30	\$50	
	Powerstrip	\$30	\$50	
	Extn/PS	\$55	\$75	
			GRAND TOTAL	

Please make payments (check, money order or purchase order) payable to: The Association of Extension Administrators. Tax Identification Number: 383721202. Please return the completed form and payment by **April 3, 2020** to:

Dr. Mark Lattimore, AEA Treasurer
 PO Box 898
 Fort Valley, GA 31030-4913