Dear Prospective Exhibitor,

The annual Tri-State Conference of the Florida, Georgia and South Carolina TRIO programs is an established forum for employees of the Federal TRIO programs to come together to share information and network about equal educational opportunity and access to postsecondary education. We are pleased to offer you the opportunity to market your products and services to individuals who administer federal grant programs that promote college access and educational opportunity.

This year’s conference will convene on March 27-30, 2017, at the Lexington Hotel & Convention Center in Jacksonville, FL. We are expecting upwards of 300+ registrants to be in attendance this year. These attendees represent $10,000 - $20,000 per program in purchasing power. This conference will afford you the best possible exposure to an audience uniquely focused on academic, career and guidance services and products for students at the secondary and post-secondary levels of education. We hope your organization or company will join us in making the Tri-State Conference a success!

We will also provide a unique opportunity for vendors during the conference through a vendor hosted showcase. The Showcase will be hosted on ***Wednesday, March 29th from 11:40am- 12:05pm*** to help vendors announce the winners of their drawings or raffles. This will be a time dedicated for vendors with maximum exposure to conference attendees. Winners must be present!

A copy of the 2017 Exhibitor’s Prospectus and Contract is attached. Exhibit space will be reserved on a first-come, first-served basis upon receipt of the contract and fee. Please register by completing the Exhibitors Contract on the Tri-State website (<http://fgsc17.weebly.com/>).Please mail your check with a copy of your completed contract to the perspective State Treasurer (as listed on the Advertisement Form).

We look forward to seeing you in Savannah!

 **Exhibitors and Vendor Committee**

Jovany Felix **(Florida)**

FAMU

(850) 561-2106

Jovany.felix@famu.edu

Bobby Roberts **(Georgia)**

Savannah State University

(912) 358-3480

robertsb@savannahstate.edu

Beverly Campbell **(South Carolina)**

Midlands Technical College

(803) 822-3624

campbellb@midlandstech.edu

James Prince **(South Carolina)**

University of South Carolina

(803) 777-5125

princej@mailbox.sc.edu

**EXHIBITOR PROSPECTUS**

**EXHIBIT LOCATION**

**Monday, March 27 to Thursday, March 30, 2017**

**Lexington Hotel & Conference Center**

1515 Prudential Drive

Jacksonville, FL

**EXHIBIT SCHEDULE**

**Tuesday, April 5, 2016 Booth Set Up 7:00 a.m. – 8:00 a.m.**

**Tuesday, April 5, 2016 Booths Open 8:00 a.m. – 5:00 p.m.**

**Wednesday, April 6, 2016 Booths Open 8:00 a.m. – 5:00 p.m.**

**Wednesday, April 6, 2016 Booth Breakdown AFTER 4:00 p.m.**

**COST OF BOOTH**

**OPTION A- Standard booth (6’ x 18’) $250.00**

**Includes draped display table, 1 chair per table (Does not include electricity)**

**OPTION B- Standard booth (6’ x 18’) $275.00**

**Includes draped display table, 1 chair per table (Includes electricity)**

**CONFERENCE ADVERTISING**

**Full page advertisement in Tri-State Conference Program**

**Full Page Ad: $100.00**

**Inside Cover: $300.00**

**Last Page: $300.00**

**Back Cover: $300.00**

**RESERVE YOUR SPACE EARLY! Booth and Ad Bundle**

**If you would like both a booth and to purchase advertising in our conference program and e-advertising during the conference the total will be $350.00.**

**CANCELLATION OR REDUCTION OF SPACE BY CONFERENC COMMITTEE**

**The Tri-State Conference Committee may cancel this contract, 1) upon reasonable cause, 2) upon the occurrence of events beyond its control, which makes performance impossible or useless, or 3) upon written notice to the exhibitor by an authorized agent, employee, or officer of the committee. The committee reserves the right to alter, reduce, or redistribute allocated space allocation upon, 1) reasonable cause, 2) upon the occurrence of any event beyond its control which render previous space allocation impossible or useless, or 3) upon written notice to the exhibitor by an authorized agent, employee or officer of the committee. In the event of such cancellation or reduction, the committee agrees to negotiate in good faith forward refund, reduction or alternate application of the sums paid by the exhibitor as rental fees.**

**CORPORATE SPONSORSHIPS**

**Increase your organization’s presence at the Tri-State Conference by taking advantage of our sponsorship opportunities. You can provide food, entertainment, hotel key cards, or even needed essentials such as registration bags or internet access! You will also be recognized in the Conference Program and on the conference website.**

**PROMOTIONAL OPPORTUNITIES**

**Registration Packet Inserts! You can include your promotional flyer in the 2017 conference packet. These packets are distributed to all attendees.**

**Conference Registration Bags! You can have your name and logo and the conference logo placed on the conference registration bag which will be distributed to all attendees. Receive matchless recognition during and after the conference.**

**Lanyards! Lanyards are distributed to all attendees to hold name badges.**

**Conference Program! Have your brand printed on the conference program provided to all attendees.**

**Hotel Key Card! Put your message in attendees hands throughout the meeting with branding on hotel room key cards.**

**Digital Signage! Showcase your advertisement on the digital screens strategically placed in the hotel. Your message will run several times a day throughout the conference.**

**Digital Beams! Raise your profile – literally. Display your logo throughout the three main meal functions on the projection screens in the ballroom.**

**Corporate Tables! Sponsor a table at our Awards Banquet and enjoy a “Front-Row’ seat as we highlight the accomplishments of our TRiO Achievers.**

**NETWORKING OPPORTUNITIES**

**Welcome Reception! The conference welcome reception will take place before the official opening of the conference. This is an excellent opportunity as this is the established meeting place for first time attendees to make contact and for previous attendees to reaffirm contacts.**

**Coffee Breaks! Enhance your presence at the conference with attendee coffee breaks. Stations will be identified with your branded recognition. You are invited to provide branded napkins and/or cups to further highlight your message.**

**Hospitality Suite! Provide a social atmosphere for attendees to gather and learn about your organization.**

**Internet Café! This is one of the hot spots of the conference. Attendees visit of our internet stations to check their email and stay in touch during the conference.**

**EXHIBITOR’S CONTRACT**

**2017 Tri-State Conference**

**March 27-30, 2017**

**Lexington Hotel & Conference Center**

1515 Prudential Drive

Jacksonville, FL

|  |  |
| --- | --- |
| **First Name:** | **Last Name:** |
| **Company/Agency:** |
| **Zip Code:** | **City:** | **State:** |
| **E-Mail Address:** | **Office Phone Number:** | **Cell Phone Number:** |

****

|  |  |
| --- | --- |
| **OPTION A** | **OPTION B** |
| Electricity **NOT** Required (2 days) | Electricity Required (2 days) |
| One skirted 6 foot table, 1 chair and waste basket | One skirted 6 foot table, 1 chair and waste basket |
| **FEE: $250.00** | **FEE: $275.00** |
| **Extra table: ADD $75.00** | **Extra table: ADD $75.00** |
| **Total:** | **Total:** |

**As an exhibitor representing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

 **(Name of Company/Agency)**

**I hereby agree to provide a continuous exhibit during the 2017Professional Development Conference sponsored by the Florida Association of Educational Opportunity Program Personnel, Georgia Trio South Carolina Trio (here after known as “FAEOPP,GA Trio, SC Trio") Further, I agree to indemnify and hold harmless “FAEOPP, GA Trio, SC Trio” for any claims whatsoever occasioned in any situation and warrant that “FAEOPP, GA Trio, SC Trio” shall not be held liable for any type of accident, bodily injury, etc., resulting from my participation in this conference. Cancellation/Refund Policy: Must be submitted IN WRITING to a conference committee member**

**on or before February 24, 2017. All refund checks will be issued 30 days after the conference.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Signature of Representative) (Date)**

**All exhibitors should report to the Conference Registration table to pick up name tags, and Conference Program. Tri-State Conference will not be responsible for shipping costs of any kind.**

 **2017 Tri-State Conference Advertisement Form**

***Please complete the following information to submit an advertisement for the 2017 Tri-State Conference Booklet.***

Name of company/agency/program

Contact personEmail: **\_\_\_\_\_\_\_\_** Phone # **\_\_\_\_\_\_**

Address

CityStateZip Code

 **Method of Payment**

 **\_\_ ☐ \_ Check: Make check payable to GA TRIO**– Checks must be received no later than **March 1, 2016**.

 **☐ Credit Card:** Credit Card Authorization:

 Credit Card # Expiration Date: **\_\_\_\_\_\_\_\_**

**Card Holder Signature**  **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **☐ Purchase Order**: Purchase order # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please attach a copy of the signed purchased order to the application.

**ADvertisement information and specifications (check all that apply)**

 **☐**  $100.00 Full-page TRIO 7.50” X 10”

 **☐**  $ 75.00 Half-page TRIO 7.50” X 4.87”

 **☐**  $50.00 Quarter-page TRIO 3.25” X 4.75”

***Print ready ad material with black and white photographs only in PDF or Word. The deadline for receipt of all ads is February 24, 2017.***

**Send Application and Materials as well as any questions to your state chair:**

**Florida: Wanda Martin (904) 646-2039** **wanda.martin@fscj.edu** **Georgia: Lychorida Nolley (706) 542-6219** **lbly@uga.edu**

**South Carolina: Beverly Campbell (803) 822-3624** **campbellb@midlandstech.edu**

**Send payment to:**

**FAEOPP** **Treasurer** **GA Trio Treasurer SC Trio Treasurer**

Jovany Felix Alesia Wakefield- Medley Travis Ballenger

Florida A&M University GA State University Lander University

PO Box 6384 P.O. Box 3983 320 Stanley Ave. (CB#6061)

Tallahassee, FL 32314 Atlanta, GA  30302-3983 Greenwood, SC 29649