

Vendor Registration Form
MARAC Spring 2018 Hershey Meeting
Hershey Lodge
April 12–14, 2018

Name and title of authorized representative: _____

Company: _____

Address: _____

Telephone number: _____

Email address: _____

Website: _____

Special exhibitor needs (electrical outlets, phone lines, etc.): Special needs for this conference such as electrical service or wifi should be arranged in advance with Meredith Wyckoff mwyckoff@hersheypa.com of the Hershey Lodge.

Payment is enclosed for:

1. Exhibit space (Exhibit day is Friday, April 13, 2018)

\$ _____ Single table for exhibits @\$600 – fee includes placement of vendor-designed ¼ page advertisement in program (see instructions below)

\$ _____ Double table for exhibits @\$800 – fee includes placement of vendor-designed ¼ page advertisement in program (see instructions below)

Lunch Note – one boxed lunch is provided *gratis* per table space; additional boxed lunches may be ordered. If desired, attendance at the conference luncheon may be substituted for the boxed lunch. MARAC will contact vendors one month prior to the conference to determine selections, dietary needs, and preferences.

2. Sponsorships

All contributions will be gratefully acknowledged in the program and on MARAC’s website.

\$ _____ towards Friday continental breakfast buffet (minimum contribution \$250.00)

\$ _____ towards Friday afternoon refreshments (minimum contribution \$250.00)

\$ _____ towards Friday morning plenary session (minimum contribution \$500.00)

\$ _____ towards Friday luncheon and speaker (minimum contribution \$500.00)

\$ _____ towards Friday evening reception (minimum contribution \$500.00)

\$ _____ towards Saturday morning business breakfast (minimum contribution \$250.00)

3. Contributions

Those wishing to make a contribution of any size toward the meeting may do so. All contributions will be gratefully acknowledged in the program and on MARAC’s website.

\$_____ MARAC contribution

4. Program advertising

The program is mailed to all MARAC members 75 days prior to the meeting and is used as the primary guide to events. Payment and electronic file with your advertisement copy must be received no later than **November 30, 2017**. MARAC cannot guarantee that your advertisement will appear if payment and/or advertisement copy is received after the deadline. **Advertisement copy in the form of a PDF file must be sent to the Program Editor at: ERafferty@artbma.org. Ad specifications are listed below.**

GENERAL AD SPECIFICATIONS	AD SIZES AVAILABLE
	FULL PAGE: 7.25” W x 10” H
	HALF PAGE: Horizontal orientation 7.25” W x 4.75” H
	QUARTER PAGE: Vertical orientation 3.635” W x 4.75” H

ADVERTISING COSTS:

ADVERTISING OPTIONS	With Purchase of Exhibit Table	Without Purchase of Exhibit Table
Full page (7.25” W x 10” H)	_____ \$300.00	_____ \$500.00
Half page (horizontal orientation, 7.25” W x 4.75” H)	_____ \$100.00	_____ \$300.00
Quarter page (vertical orientation, 3.635” W x 4.75” H)	INCLUDED	_____ \$200.00
Business card (horizontal orientation, 3.5” W x 2” H)		_____ \$125.00

5. \$_____ Total remittance

Preferred method of payment:

_____ Check (please make check payable to MARAC and mail to the address below)

_____ Credit card (VISA or MasterCard only – a MARAC representative will contact you regarding the credit card payment)

_____ Invoice (the MARAC Treasurer will invoice for payment)

To ensure ad placement in the printed program, please return this form with payment by **November 30, 2017** to: **MARAC, Dickinson College, PO Box 1773, Carlisle, PA 17013**

For additional information contact: David Ranzan, Vendor Coordinator, dranzan@adelphi.edu

Signature

Date