

3-5-2

Vendor Registration Form (Sample)



**Society of California Archivists (SCA)**  
**Annual General Meeting, April 27-29 2017**  
 Westin Hotel  
 Pasadena, California  
<http://www.calarchivists.org>

**Vendor Registration Form**

Company Name:			
Company Representative:			
Address:			
Phone:		Email:	

**Fees and Details**

Orders, registration, and payment due **by March 30, 2017.**

<p><b>Exhibit Tables</b></p> <p>___ Staffed exhibit table                      \$300*</p> <p>___ Unattended exhibit table                 \$100*</p> <p>___ Non-profit rate                                 \$100*</p> <p>___ Silent auction                                 Free</p> <p>*Fees do not include lodging, or transportation.</p>	<p>One complimentary full conference registration</p> <p>Recognition on exhibitor page in printed conference program and on website (company name in program and name plus a hyperlink to their Web site online)</p> <p>Six-foot table with skirting, two chairs, access to a power outlet, and wireless internet connection</p> <p>Staffed table includes quarter page advertisement</p>
<p><b>Advertisements</b></p> <p>___ Full page advertisement                    \$250</p> <p>___ Half page advertisement                    \$150</p> <p>___ Quarter page advertisement               \$100</p>	<p>Send advertisements via email attachment (up to 25MB file size) to Danielle Scott Taylor at <a href="mailto:drscott1@stanford.edu">drscott1@stanford.edu</a></p> <p><b>Artwork must be submitted no later than March 1, 2017.</b></p> <p>Images intended for publication should be submitted as high-resolution files, preferably in TIFF format.</p>
<p><b>Sponsorships</b></p> <p>___ Basic: \$350 (Coffee and refreshment breaks)</p> <p>___ Deluxe: Starts at \$500 (All-attendee reception and coffee breaks)</p> <p>*Contact Danielle Scott Taylor for information about sponsorships. To participate as a sponsor, vendors must purchase a staffed exhibit table and advertisement of any size.</p>	<p>One complimentary full conference registration</p> <p>Recognition as a sponsor on exhibitor page, conference program, website (name, tag line, logo, link to website), and in the form of signage at the sponsored event.</p> <p>Choice of exhibit table location</p> <p>Deluxe Sponsors also receive:                  Oral acknowledgement at the luncheon                  One-color logo in the conference program</p> <p>*Sponsorship funds are used to support coffee breaks, luncheons, the opening reception, and/or other events.</p>

**Please make checks payable to the Society of California Archivists.**

Mail completed registration form with payment to:

Attn. Danielle Scott Taylor

Hoover Institution Library & Archives

Stanford University

434 Galvez Mall

Stanford, CA 94305

Questions? Contact Danielle Scott Taylor

[drscott1@stanford.edu](mailto:drscott1@stanford.edu)

650-723-3428 (M-F, 8:00am-5:00pm)

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