

**Conference Registration**

- a. **Registration period:** **February 4<sup>th</sup> – Until Full**
- b. **Official Invoice:** Upon successful completion of the online registration process, a confirmation email will be sent to the Primary Contact. This email will serve as your **Official Invoice**.
- c. **Additional Representative Rate (MUST HAVE A BOOTH):** Conference Rate: \$575.00 / Early-Bird Rate: \$475.00 (Until June 3, 2019)
- d. **Exhibitor Representative names:** Required during online registration
- e. **Cancellation policy:** 100% owed by exhibitor if cancellation after **May 15 2019**

**Payment**

**30 days of invoice (Date Registered)**

- a. **Full Payment Due:**
  - Only full payment confirms your participation in the Exhibit Showcase
  - Payment is required 30 days from date registered
- b. **Booths Assignments:**
  - Are based on the date payment is received, not date registered
- c. **Payment Options**
  - *Checks Payable To*
    - i. SUNY Computing Officers Association (COA)
  - *Credit Card (3% credit card processing fee will apply)*
- d. **Mail Check To:**
  - Daniel Sidebottom
  - Administrative Computing Services
  - SUNY Cortland
  - P.O. Box 2000
  - Cortland, New York 13045

**Metal Sponsors**

- a. **Company Logo for STC website & Conference App** **By: ASAP, when registered**
  - **Platinum Exhibitor:** 200 x 150px
  - **Gold & Silver Exhibitor:** 200 x 45px

**(Send to: Dan Sidebottom: [daniels@cortland.edu](mailto:daniels@cortland.edu))**
- b. **Platinum & Gold Exhibitor Track Session(s)** **By: ASAP, no later than May 1<sup>st</sup>**
  - Need: presenters name(s), presentation title and brief description
    - All presentations must be submitted through the online conference presentation portal (*link will be provided*)
  - Session day and time slot is based on when we receive your information

**Technology Exhibit Hours**

- a. **Tuesday, June 16<sup>th</sup>** - 3:00 p.m. to 7:00 p.m.
- b. **Wednesday, June 17<sup>th</sup>** - 1:00 p.m. to 4:00 p.m.

**Booth Information**

- a. **Specifications:**
  - 8' d x 10' w
  - Drapes – back 8', side 3'
  - 1 – 6' Table
  - 2 – folding chairs
  - 1 – standard 110 electrical outlet
  - Wireless Internet
- b. **Setup**
  - Begins 9:00 a.m. on Tuesday, June 16<sup>th</sup>
  - Completion by 2:00 p.m.
- c. **Breakdown**
  - Immediately following the exhibit, 4:00 p.m. Wednesday, June 17<sup>th</sup>
  - Completed by midnight

**Hotel Room Reservations:** Go to: <http://www.stc.suny.edu/>, Click on the Exhibitors tab and then Hotel Reservations

**Exhibitor Information Documents:** Go to: <http://www.stc.suny.edu/>, Click on the Exhibitors tab and then Exhibitor Information