STC 2017 Exhibitor Responsibilities & Checklist

Conference Registration

a. ***Registration period:*** **February 2nd – 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 5, 2017)

d. ***Exhibitor Representative names:*** Required during online registration

e. ***Cancellation policy:*** 100% owed by exhibitor within 20 calendar days of conference start date

Payment

a. ***Full Payment Due:*** **30 days of invoice (*Date Registered*)**
- 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. Checks Payable To:
- SUNY Computing Officers Association (COA)

d. Mail Check To:

Daniel Sidebottom
SUNY Cortland
Administrative Computing Services
Winchell Hall, Room 106
Cortland, New York 13045

Metal Sponsors

a. Program Ad (Send to: Dan Sidebottom: daniels@cortland.edu) By: **ASAP, no later than May 1st**
- ***File type***: eps (with fonts included), tiff file, or pdf file. The files/images should use RBG color and be at 300 dpi
- ***Platinum Exhibitor***- full page ad - fit to 8.5w x 11h inch page (portrait orientation) with .5 inch margin
- ***Gold Exhibitor*** - half page ad - fit to 8.5w x 5.5h inch size (landscape orientation) with .5 inch margin
- ***Silver Exhibitor*** - quarter page ad - fit to 4.25w x 5.5h inch size (portrait orientation) with .5 inch margin

b. Logo for STC website (Send to: Dan Sidebottom: daniels@cortland.edu) By: **ASAP, or when payment is received**
- ***Platinum Exhibitor***: 200 x 150px
- ***Gold & Silver Exhibitor***: 200 x 45px

c. Platinum & Gold Exhibitor Track Session(s) (Send to: Peter Houghton: houghtpj@sunysccc.edu) By: **ASAP, no later than May 1st**
- Must have paid in full before submitting
- Need: presenters name, presentation title and description

Technology Exhibit Hours

a. **Tuesday**, June 20th - 3:00 p.m. to 7:00 p.m.

b. **Wednesday**, June 21st - 1:00 p.m. to 4:00 p.m.

Booth Information

a. Specifications:
- 8' x 10'
- Drape – back 10', side 6'
- 1 – 6' Table
- 2 – folding chairs
- 1 – standard 110 electrical outlet
- Wireless Internet

b. Setup
- Begins 9:00 a.m. on Tuesday
- Completion by 2:00 p.m.

c. Breakdown
- Immediately following the exhibit, 4:00 p.m. Wednesday
- Completed by midnight

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

Full Sponsor Information Document: Go to: http://www.stc.suny.edu/, Click on the Exhibitors tab and then Exhibitor Information