

**Conference Registration**

- a. **Registration period:** **February 28<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: \$700.00 / Early-Bird Rate: \$600.00 (Until June 5, 2023)
- d. **Exhibitor Representative names:** Required during online registration
- e. **Cancellation policy:** 100% owed by exhibitor if cancellation after **May 15, 2023**

**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. **Payment Options**
- Checks Payable To
    - SUNY Technology Conference
  - Credit Card **(3% credit card processing fee will apply)**
- d. **Mail Check To:**  
Hailey M. Ruoff  
SUNY Technology Conference  
SUNY Cortland  
Memorial Library  
PO Box 2000  
Cortland, NY 13045

**Metal Sponsors**

- a. **Company Logo for STC website & Conference App** **By: ASAP, when registered**
- All levels:** vector or high resolution version of company logo
  - Submit during registration.
- For any issues contact:  
**Brandon Wood ([woodbra@upstate.edu](mailto:woodbra@upstate.edu))**  
**and Patty Van de Bogart ([VandeBP@tompkinscortland.edu](mailto:VandeBP@tompkinscortland.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 20<sup>th</sup>** - 2:15 p.m. to 7:00 p.m.
- b. **Wednesday, June 21<sup>st</sup>** - 1:00 p.m. to 4:00 p.m.

**Booth Information**

- a. **Specifications:**
- 8' d x 10' w
  - Drape – 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 20<sup>th</sup>
  - Completion by 2:00 p.m.
- c. **Breakdown**
- Immediately following the exhibit, 4:00 p.m. Wednesday, June 21<sup>st</sup>
  - Completed by midnight

Please see the Exhibitor section at <https://stc.suny.edu/exhibitors/> for further information.