

Schedule

Vendor Move-in/Set-up	Friday, April 8	7:30 a.m. – 10:00 a.m.
Vendor area opens	Friday, April 8	10:00 a.m. – 12:30 p.m.
Vendor area closed for lunch (provided)	Friday, April 8	12:30 p.m. – 1:30 p.m.
Vendor area open	Friday, April 8	1:30 p.m. – 5:30 p.m.
Gala and Awards Ceremony - Vendor Recognition	Friday, April 8	7:00 p.m. – 9:00 p.m.
Vendor area opens	Saturday, April 9	10:00 a.m. – 12:00 p.m.
Vendor Move-out	Saturday, April 9	12:00 p.m. – 2:00 p.m.

Reservations and Vendor Contract

Company Name: _____

Mailing Address: _____

Representative (s): _____

Email: _____

Vendor Website: _____

Phone number: _____

Reservation

One 6' x 30" table with table cloth and skirting, vendor breakfast, FREE 2 x 3 ad space in <i>Show Me Arts</i> magazine (Due January 30 for conference issue) and Vendor's Web link on MAEA's official Website.	\$375	
Additional tables	Each \$100	
Electricity	\$25	
Internet connection	included	
Payable to MAEA	Total	

Vendor reservation deadline: February 19, 2016

Vendor Space Cancellation

Cancellations must be submitted in writing. Cancellations must be received by March 4 2015. A cancellation fee of 50% will apply between March 4 and March 25. After March 25 there will no refund. All cancellations must be sent in writing or email to Suzanne Burack at the address provided below.

For the best booth available ACT NOW!

Complete the above contract and return it with your payment to:

Suzanne Burack
1038 Parkwatch Dr.
Ballwin, MO 63011
Phone: 636-394-5150
Email: smburack@charter.net