

# SUFFOLK REGION



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Dear Vendor:

The Suffolk Region PTA will be holding their annual Spring Conference and Vendor Exhibit on May 13, 2010, at the **newly renovated** Hyatt Regency Hotel, located at 1717 Vanderbilt Motor Parkway, Hauppauge, New York. Some of the renovations include but not limited to new carpet and bright lighting in all banquet rooms.

The Suffolk Region PTA hereby invites you to accept the opportunity to exhibit your service and/or product at this conference. The vendor exhibit is by invitation only, and the space availability is limited. We ask that you respond as quickly as possible. Tables will be assigned on a first come first serve basis. All pre-assigned tables may be set up after 3:30 p.m. on the day of the conference. Exhibit time will be from 5:00 p.m. to 7:00 p.m. During this time you will have the opportunity to speak with members and guests as they register and enjoy a two-hour social with the PTA members from across Suffolk County. The attendance at this affair is about 500 people. Suffolk Region PTA reserves the right to decline or prohibit any exhibit, which, in its judgment, is inappropriate.

**Two copies** of the contract for the exhibit space are enclosed. To reserve your table, **YOU MUST RETURN BOTH COMPLETED APPLICATIONS** along with a check payable to Suffolk Region PTA in the amount of \$150.00 per table. This is an **all inclusive fee** for: a table, electrical outlet needs and the vendor's contact information in each member's packet.

Please return the two contracts and a check by April 13, 2010 to:  
Linda Loverde  
3 N. Kennedy Drive, Centereach, New York 11720.

Your receipt and confirmation will consist of one of your contracts, which will be counter signed by us, and mailed back to you. If we cannot accommodate you for any reason, we will return your check to you.

We look forward to seeing you at this year's Spring Conference. If you have any questions, please feel free to call the Business Manager, Linda Loverde at 631-698-5582 or e-mail at Lloverde@optonline.net.

Sincerely,  
LINDA LOVERDE  
Linda Loverde  
Business Manager  
Suffolk Region PTA

**DORIS FISCHER**  
Doris Fischer  
Region Director  
Suffolk Region PTA

**To:** Suffolk Region PTA

**From:** Spring Conference Exhibitor

**Re:** Contract for Exhibit Space May 13, 2010 Hyatt Regency, Long Island, Hauppauge, New York

The undersigned wishes to reserve exhibit space at the Annual Spring Conference of the Suffolk Region PTA on May 13, 2010. The Conference will be held at Hyatt Regency, Long Island, 1717 Vanderbilt Motor Parkway, Hauppauge, New York. The undersigned agrees to adhere to the terms, conditions, rules and regulations which are expressly made a part of this contract and agreement, written in full, preceding the signature of the undersigned.

The following is a brief description of the proposed items and products to be exhibited and/or distributed on May 13, 2010:

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**The table size is 6' long.** As space is limited for each vendor, any free standing items will require purchase of additional tables. Please also specify any special needs such as electrical outlets, or extra trash cans. Electrical outlets ***must be*** requested in advance.

Number of Tables Requested \_\_\_\_\_

We will accommodate your electrical needs (included in the table price).

Electrical outlet: Yes \_\_\_\_\_ (Number \_\_\_\_\_) No \_\_\_\_\_

This contract is not binding until it is signed, accepted and returned by the Business Manager of the Suffolk Region PTA or the Region Director of the same, and when so accepted and signed, it shall constitute a binding contract upon the applicant and Suffolk Region PTA, subject to rules and regulations.

Completed contracts (2), properly signed, with a check for payment of \$150.00 per table (all inclusive) to: **Suffolk Region PTA** are to be mailed to the address below. Upon acceptance of the fee and contract, one copy will be returned to you as your confirmation for the event.

We are requesting that Vendors do not include a prize reward package with their Fundraising brochures.

**IN WITNESS WHERE OF**, the applicant has caused this contract to be executed individually or by an officer, agent or representative duly authorized to execute same.

ACCEPTED BY: Suffolk Region PTA

Rental Fee: \_\_\_\_\_

Electrical Outlet(s): \_\_\_\_\_

Date Received \_\_\_\_\_

Check #: \_\_\_\_\_ Amount \_\_\_\_\_

Returned By: \_\_\_\_\_

**Exhibitor:** \_\_\_\_\_

By: \_\_\_\_\_

(signature)

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Send to:** Linda Loverde

3 N. Kennedy Drive

Centereach, NY 11720

631-698-5582

Person in charge of exhibit: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

(if different than above)

Date: \_\_\_\_\_

**Please check one:**

I AM interested in contributing to the Exhibitor Prize Drawing \_\_\_\_\_

I AM NOT interested in contributing to the Exhibitor Prize Drawing \_\_\_\_\_