

We're going green! Please submit your Booth Registration online at www.nyiftsuppliersday.com

REGISTRATION FORM

DEADLINE: Friday, March 16, 2012

This information will appear in the Show Directory (please print clearly)

COMPANY NAME (AS IT IS TO APPEAR ON YOUR COMPANY SIGN)

STREET / P.O. BOX _____ CITY _____ STATE _____ ZIP _____
 () _____ () _____
 PHONE _____ FAX _____

WEBSITE _____ EMAIL _____

List Products/Services to appear in the Show Directory (75 word max)

List of Products / Services can be typed on a separate piece of paper and attached to registration form.

Booth Assignment Information will be emailed by March 26

CONTACT PERSON _____ E-MAIL ADDRESS _____

PLEASE LIST DIRECT COMPETITORS:

PLEASE LIST COMPANIES YOU WOULD LIKE TO BE NEAR:

Name Tags

Four (4) pre-printed name tags per company
 Please print clearly to ensure correct spelling!

1. _____
2. _____
3. _____
4. _____

Table Top Exhibit Booth (10'x10')

(Includes: 1 skirted 8' table, 2 chairs & a leased sign)

- My company would like to join as a **CORPORATE SPONSOR** for 2012 (\$350/year) \$ _____
- My company is a **CORPORATE Sponsor** for 2012

Benefits listed on Page 2: Corporate Sponsors receive \$100 savings per booth, listing of attendees with contact information and company name linked to your website on www.nyiftsuppliersday.com

- YES, WE WILL PROVIDE A DOOR PRIZE

Electricity

- Please check box if you have ordered electricity **ELECTRICAL ORDER FORM** (HANDLED BY THE GSEC)

Visit www.gsec.com Click on **Exhibitor Services** then click on Electrical Order Form (pdf file)

Regular Exhibitor Fee

postmarked before March 16 \$450 Per Booth

Corporate Sponsor Fee

postmarked before March 16 \$350 Per Booth

- 1 Booth \$ _____
- 2 or more Booths _____ x \$ _____ \$ _____
- Extra Chair(s) \$6.00 per chair \$ _____
- Extra 6' table \$45.00 \$ _____
- Extra 8' table \$45.00 \$ _____
- Carpeting \$75.00 \$ _____

After Show Reception (\$25 per ticket)

Number of tickets _____ \$ _____

Late Fee (\$50 per booth) \$ _____

Add \$50 per booth if postmarked after **3/16/12**

Total Amount Due

\$ _____

PAYMENT METHOD:

- CHECK *(payable to NYIFT)*
 Mail Checks to: NYIFT SUPPLIERS' DAY,
 PO Box 138, Cresskill, NJ 07626
- CREDIT CARD: *(American Express is NOT Accepted)*
 Master Card Visa

Number: _____

Expiration Date ____/____ Total Authorized: \$ _____

Name on Card _____
(PLEASE PRINT CLEARLY)

Signature _____

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IMPORTANT DETAILS TO KNOW:

Rules will be enforced. Please read all of them.

EXHIBITOR SET-UP

10:45 a.m. - 1:45 p.m.

SHOW HOURS

2:00 p.m. - 5:30 p.m.

REGISTRATION FEE \$450 per booth (\$350 for Corporate Sponsors)
\$500 After March 16, 2012

Benefits of CORPORATE SPONSORS

- All Corporate Sponsors will receive \$100 savings per booth registration
- A complete listing of all the attendees and their contact information
- Your company's name and a link to your company's website on www.nyift.suppliersday.com.
- To learn more information about the benefits of your company being a Corporate Sponsors; go to www.ift.org/sections/nyift

BOOTH INFORMATION

- Each Booth is 10' x 10', with a **Company Sign, Booth Number, 1 skirted 8' table and 2 chairs.**
- Signs are **not** to be covered by any other signs, and **may not** be taken after the show.
- **Extra chairs, tables and carpeting are available for an additional fee.**
- **Pop-up Booths** - Please let us know if you are bringing a pop-up display or if your display is taller than the standard 3' tabletop.
- **Special Booth Requests** must be made by **March 16, 2012** with registration and payment. Some requests may not be possible. We will try! **No Guarantees!**
- **Booth Assignments** - Preferred booth placement is given to **Corporate Sponsors.**
- **Limitations** - (2) Two booths are available **per company.** Brokers with multiple booths for principles must have (1) one representative in each booth. **Brokers must send registration forms together for same row placement of principles**

PAYMENT METHODS

- CHECKS - must be with the registration paperwork in order to be assigned a booth - no exceptions! Mail your payment to NYIFT Office, P.O. Box 138, Cresskill, NJ 07626. Make check payable to NYIFT
- CREDIT CARD - Only MasterCard or Visa. No AmEx - Please call the NYIFT Office with the credit card information OR fax it to 201-490-5922.

CANCELLATION

- If a written **cancellation request** is received prior to **March 16, 2012**, reservation fee **less \$100** handling charge will be refunded. No refunds will be given for any cancellation request if received **after March 16, 2012.**

BOOTH SHIPPING MATERIAL/SAMPLES

- Materials must arrive **NO EARLIER THAN Monday, April 16.** Ship to: Garden State Exhibit Center, Administrative & Sales Office, 50 Atrium Drive, Franklin Township, NJ 08873 -- Shipping Label **MUST HAVE THE FOLLOWING:** Hold For NYIFT Suppliers' Day: Company Name & Booth Number

RULES FOR DAY OF THE SHOW

- A representative from each company must be monitoring the company booth from 2:00 - 5:30 p.m.
- Booths must be closed down **NO EARLIER THAN 5:30 p.m.** Someone will be watching and making note of the companies closing down early. These representatives may be placed in the back of the showroom for the 2013 Show! There will be plenty of time before leaving the Convention Center to attend the reception at The DoubleTree Hotel.
- Anything left behind will be disposed.

If you have any questions, please contact
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More information available online at:
www.nyiftsuppliersday.com