

SGMP Sacramento & San Francisco Chapters' Annual Joint Education Conference & Tradeshow



Wednesday February 15, 2012
Crowne Plaza Concord
45 John Glenn Drive
Concord, California 94520

**Do not miss this unique opportunity to market to meeting planners from both
the Sacramento and San Francisco Chapters!
Double the bang for your marketing buck!**

*******TRADESHOW REGISTRATION*******

Member Exhibitors Register By February 1, 2012 And Save \$125

Exhibit Fee Structure:

MEMBERS: Early Bird Member Fee: \$475 **AFTER FEB. 1, Member Fee:** \$600
NON -MEMBERS: Registration Fee: \$775

*Fee includes one tabletop exhibit space with signage, 1 ticket to lunch and registration for **one** attendee for the education conference and tradeshow. There is an additional charge of \$150 for a 2nd person at the table (Maximum 2 per booth.)*

YES, I WILL BE ATTENDING THE EDUCATION SESSIONS!

Please list the information below as you would like it to appear in the program & signage.

PLEASE PRINT OR TYPE CLEARLY.

Company Name / Division _____

Mailing Address _____

City _____ **State** _____ **Zip** _____

Contact Name / Title _____

Phone _____ **Fax** _____ **E-mail** _____

Billing Contact Name / Title _____

E-mail _____ **Phone** _____

Company representative(s) attending (Name): _____

By submitting this Exhibit Space Application and Contract, we request space in the Society of Government Meeting Professionals (SGMP) Sacramento and San Francisco Chapters' Joint Education Conference and Tradeshow, Wednesday, February 15, 2012, at the Crowne Plaza Concord, Concord, CA. We agree to pay the Chapters for said space in accordance with the terms and conditions outlined herein and understand that, once accepted by the Chapters in this document including the information enclosed, constitutes a valid and binding contract between my company and the SGMP. We agree to comply with all instructions and information as set out herein. All fees must be received no later than February 10, 2012.

I, the duly authorized representative of the above named company, on behalf of the said company, subscribe and agree to all the terms, conditions and authorizations and covenants contained in the Exhibit Space Application and Contract the instructions set out in these two pages. I understand that my payment is non-refundable.

Signature _____ Date _____

Complete this contract in full, sign and return with your check or credit card information to:

SGMP SF/SAC JEC & Tradeshow
P.O. Box 2704
San Francisco, California 94126

Please make checks payable to: SGMP San Francisco

Credit Card payments and exhibitor contract can be emailed to Myra Howay at myra@visitoakland.org

Name on Credit Card: _____

CC # _____ Exp _____ Amount to be charged _____

SHOW HOURS: (Tentative)

Set-Up:	Wednesday, February 15, 2012	7:00 a.m. - 11:00 a.m.
Show Hours:	Wednesday, February 15, 2012	1:15 p.m. - 3:00 p.m.
Tear Down:	Wednesday, February 15, 2012	3:15 p.m. - 4:30 p.m.
Reception:	Wednesday, February 15, 2012	4:45 p.m. - 6:30 p.m.

HOTEL RESERVATIONS:

We have contracted a special rate of **\$84** for Conference attendees:

Crowne Plaza Concord Hotel
45 John Glenn Drive
Concord, California 94520

To reserve your room at the Crowne Plaza, please call the hotel at: 925-825-7700 and request the SGMP JEC room block. Reservations must be made by January 24, 2012 to receive the group rate. Crowne Plaza Concord will provide complimentary shuttle service from the Concord BART Station to the hotel for Conference attendees.

If you have any questions regarding the exhibitor tradeshow, please contact Myra Howay at myra@visitoakland.org or Michael Trillo at michael.trillo@silveradoresort.com.