**AHL Conference Vendor Application\***

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| Contact Information | | | |
| First Name | Last Name | | |
| Organization |  | | |
| Cell Phone |  | Work Phone |  |
| Email |  | | |
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| Description of Vendor Table | | | |

What resource information and giveaways will you provide at your table?

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Will you be able to provide a door prize? \_\_\_ yes \_\_\_ no If yes, please describe:

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**Vendor Guidelines**

* Conference theme: **Eat Well, Move Well, Live Well**
* All Vendors must submit their application and payment by the deadline (first come – first served)
* **Cost per table is $50**. All tables will be shirted in black, but you may bring your own tablecloth if desired. An invoice will be provided. Please make checks payable to: Goeins-Williams Associates, Inc., (conference facilitator).
* Vendor set up is 4:00 pm on June 4 or 7:00 am on June 5, the day of the conference. Vendors are required to stay until the conference ends at 4:00 pm.
* Please ensure that you always have at least one person staffing your table. Please contact Jayden Carr ([jayden@goeinswilliams.com](mailto:jayden@goeinswilliams.com)) with additional names of individuals who will staff your table.
* All vendors must attend the mandatory vendor briefing meeting prior to the conference.
* Tables will be located on the first floor of the DSU MLK Center. Attendees will have scheduled vendor visiting time during morning and afternoon breaks, after lunch, and the networking reception which will be held on the first floor.
* We will contact you to give you your table number and location prior to the conference.
* Please contact Dr. Devona Williams **(**[**devona@goeinswilliams.com**](mailto:devona@goeinswilliams.com)) if you are interested in sponsorships which begin at the $500 level. Sponsors may have a vendor table at no charge.