



**Rochester Area Colleges
CENTER for EXCELLENCE
in MATH and SCIENCE**

**Rochester Area Colleges' Center for Excellence in Math and
Science
Second Annual Educator Collaboration Event
Vendor Information**

DATE

October 1-2, 2008

LOCATION

Rochester Plaza, 70 State Street, Rochester, NY

ATTENDANCE

250-300 educators will attend. These will include teachers (Pre K-College), department leaders, curriculum leaders and administrators.

EXHIBITOR RATE

\$200.00 for the lead exhibitor (includes meals). Additional exhibitors may accompany the lead exhibitor at no cost, or may pay for meals at cost. One additional adjacent 6-foot space is available for an additional \$50.00. The **APPLICATION FOR EXHIBIT SPACE** should be downloaded. When completed, one copy of the application should be mailed to Sara Silverstone. A check in full for each space must accompany the application. Make all checks payable to **RAC-CEMS**.

CORPORATE SPONSOR

Consider sponsoring an event (Breakfast, Lunch, Break, Dinner or Workshop). More information/ideas available.

AV EQUIPMENT

Audio Visual equipment is available on a rental basis from the Rochester Plaza Hotel. Rates are quoted upon request and are subject to 20% service charge and 8% sales tax. Contact hotel@rochesterplaza.com.

REGISTRATION

Badges will be issued to Exhibitors and their employees at the registration table upon arrival the day of the conference.

EXHIBIT HOURS

The exhibit hall will be open throughout the conference (October 1st, 4-8 pm and October 2nd, 7 am – 3:30 pm.). The conference schedule includes a 1.5 hour poster session in the exhibit hall during which participants will visit vendor displays as well as posters prepared by teachers, educational organizations, professional societies, and local employers of students of math, science and technology.

MOVING IN AND OUT

Exhibits can be set up any time between 3:00 PM and Wednesday Oct. 1, until 9:30 AM Oct. 2. Note that display area will not be secure on Wednesday evening, although a secure space in which to store vendor items is available upon advance request. Exhibits should be dismantled and removed between 3:30 and 4:30 PM on Thursday, October 2. All deliveries need to be made through the freight dock and service elevator area.

EXHIBIT SPACE AND REQUIREMENTS

Exhibit space is in the Pre-Assembly rooms south and West (referred to as “Prefunction” rooms in the attached Table and “Assembly” rooms in the attached map). Each vendor space is 6 feet long. Multiple adjacent spaces are available.

Hanging wall posters should be designed with corner grommets with cord or Velcro to facilitate hanging from decorative wooden lattice. Alternatively, heavy tape may be used if it can support the display. Table or free-standing floor displays are also acceptable.

Power: A limited number of display positions are equipped w/ 110V AC. Please indicated need on Vendor Application Form.

Tables: Tables, 6 ft in length, are available. Please indicate need in Vendor Application Form.

For additional information on exhibits, phone or E-mail:

Sara Silverstone

(585) 389-2336

ssilverstone@raccems.org



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APPLICATION FOR EXHIBIT SPACE

Name of Organization: _____

Brief description of product or service:

Primary Presenter: _____

Contact Phone Number: _____

Contact e-mail address: _____

Other presenters:

Number of six foot display positions desired? _____

Number of six foot tables desired? _____

Number of chairs desired? _____

Do you need electrical power (Y/N)? _____

Download and mail this form along with a check made payable to RAC-CEMS to:
Sara Silverstone
RAC Center for Excellence in Math and Science
4245 East Avenue
Rochester, NY 14618