



VENDOR REGISTRATION FORM

The Southern Tier Small Business Expo

“See How Big Small Business Can Be!”

Presented by Success Network and BCC’s Entrepreneurial Assistance Program

Saturday, October 9th, 2010

The Oakdale Mall: Center Court – Johnson City

Registration Open for EAP Clients/Success Network Members March 15 – April 15, 2010

Registration Open to the General Public April 15 – September 9, 2010

To confirm your vendor registration, please complete the lower portion of this form and return it with your check to: **Success Network, Attn: Dottie Lowe, 1109 Ford Rd, Vestal NY 13850**

Make checks payable to: **Success Network**

BOOTH INFORMATION (please circle your selection):

Table Size	General Price	Success Network/EAP Members
8’ Table	\$195	\$165
Half/Shared Table*	\$125	\$100
Table w/2 chairs & cloth	\$20.00	\$20.00

Will you need a table? Yes or No

Do you have a high backed display? Yes or No

***If you plan to share a table with a specific business, please mail in both of your forms together in the same envelope.**

***Please be sure to read the Vendor Regulations before signing this agreement.**

Vendor’s Signature: _____

Date: _____

I agree that the completed registration form is a contract committing my company to vending space at the 2010 Southern Tier Small Business Trade Show. Also, I agree to the terms listed on this registration form.

Company Name (as it should appear in program): _____

Your name: _____

Address: _____

E-mail: _____ Phone: _____

Description of Business: _____

Success Network has been a part of the Southern Tier for over 20 years and provides the opportunity that you're looking for to network with other business owners/representatives from the Greater Binghamton area. We would love for you to join us at one of our weekly meetings!

Membership is exclusive; meaning only one person per business type is permitted. New members in fields not currently represented are always welcome. Please take a look at our member profiles and see if your spot is available. We'd love to meet you and help your business become successful too.

Would you like to become a member of Success Network? Not only will you receive the valuable discount for your vendor fees, but you'll also enjoy the additional benefits of being a Success Network member. If you are interested, please contact Dottie Lowe at 607-785-3918 for more information and to see if you are eligible.

Please visit our website for more information: www.successnetworkbc.com

BCC's Entrepreneurial Assistance Program



The Entrepreneurial Assistance Program is a partnership of Broome Community College, the Broome County Urban League, Broome Tioga Workforce Development and the City of Binghamton. It is designed to assist women, minorities, individuals with disabilities, and dislocated workers in forming new businesses through acquiring the skills and capital needed to turn business concepts into a reality.

The cornerstone of the EAP is a comprehensive 60-hour training program, which leads participants step-by-step through the process of developing a solid business plan. The goals of the program are for participants to complete a written business plan and start a small business. In conjunction with the training program, participants are provided one-on-one counseling to deal with their individual issues. Counseling is provided by the EAP Director and members of the Client Advisory Group, which consists of local businesspeople with various specialties.

EAP also provides assistance to existing businesses that were established within the last five years, with a goal to increase revenue and employees. While building a business isn't easy, the appropriate steps can be understandable with proper training and mentoring.

- A 60-hour comprehensive evening training program
- Counseling on the feasibility of starting a business
- In-depth business counseling in product development and marketing
- Access to business support networks
- Weekly Master Mind groups for individualized assistance
- Annual Website Ribbon Cutting Ceremony to honor those clients who have developed or enhanced their websites
- Assistance in identifying appropriate funding sources and developing loan packages
- On-going technical assistance to program graduates

For more information regarding the EAP Program, please contact Ginny Robert at (607) 778-5581

Door Prizes:

Donating a door prize will give your business added visibility and an extra listing in our Program Book.

YES NO - Please bring your door prize(s) to the show and submit at the registration desk.

Schedule:

8:00 – 10:00 Sign-Ins and display set-up

10:00 – 5:00 Trade Show Display

Door prizes will be announced throughout the show

***Must be present to win**

Vending Regulations:

1. Payment and a completed registration form are required to secure a vendor space.
2. At the Trade Show, a maximum of two businesses of the same type will be permitted. This does not apply to sponsors and the steering committee reserves the right to make exceptions to insure the success of the event.
3. Vendors' company name will be listed in the program if a signed vendor registration form and payment are returned by September 9, 2010
4. If you register for a half-table (4 feet of a table), please specify whom you would like to share with by mailing in your registrations together, otherwise a table partner will be assigned for you.
5. All tables must be fully draped and skirted; this is your responsibility as the vendor if you bring your own table.
6. **ALL** Promotion Booths and Displays must be **OPENED** and staffed during mall/trade show hours.
7. **NO Lawn Chairs will be allowed.**
8. **All** Tables must be covered with a suitable cover and draped to the floor.
9. **The vendor must remove all trash from their area** before vacating the premises.
10. **ALL** cartons must be concealed under tables.
11. **ALL** signs must be professionally produced or of a quality acceptable by the mall management. **NO** signs or decorations can be taped to mall columns, trees or structure. IF a sign is hung in any fashion mall management must approve it.
12. Display booths are limited in height to **SIX FEET**. The **BACKS** of any standing display **MUST** be of quality in appearance or draped in a suitable fashion.
13. Vendors will be permitted to set up displays from 8-10 am on Saturday, October 9th, 2010.
14. Vendors are **required to check in On October 9th by 9 am and be completely set up by 10:00 am.**
15. No refunds will be given after September 30, 2010
16. **Vendors are *required* to have a current NYS Sales Tax Certificate (if you intend to sell at the show).**
17. No electricity will be provided for this event, please plan accordingly.
18. **Insurance for the event is required and vendor must show proof of insurance with application, or application will be denied.**
19. Conference organizers, sponsors and the Oakdale Mall will not be held responsible for any lost or damaged goods.

Any questions regarding vending, please contact Dottie Lowe at:
H - 607-785-3918 | C - 507-725-5179 or e-mail dot@stny.rr.com.

Thank You!