

# ATTN: 2007 EXHIBITORS - PLEASE READ

Below you will find important information and instructions regarding the upcoming 52nd Anniversary Convention and Expo. The Convention begins Thursday, August 2nd and ends Sunday, August 5th with the *Expo/Trade Show being held Friday night, August 3rd, 2007 from 6:30 pm - 9:30 pm.*

1. Please type or print.
2. Your booth registration includes 2 FREE attendees/convention registrations. Any additional convention attendees must pay a regular convention registration fee and fill out a convention registration form separate from the vendor registration form.
3. **Friday Night Expo Only Attendants:** Many exhibitors bring in additional staff Friday for the sole purpose of "manning" the booth at the Expo and send them back home Saturday morning. We offer a reduced registration fee strictly for this purpose rather than charge a full registration fee. Each "Expo Only" attendee must be registered and pay an additional registration fee.
4. **Booth Registration must be in the CIADA office no later than June 15th, 2007 and paid in full.**
5. Registration includes all required electrical and hotel set-up fees. It is recommended that you supply any extension cords or power bars you may need. These are available from the hotel but carry a \$25.00 surcharge and you will be charged for them.
6. Registration also includes pipe and draping, 2 chairs, and one 6' table covered and skirted. An additional table is available from the supplier but an additional \$25.00 will apply.
7. High Speed Internet is available for an additional charge of \$250.00.
8. All equipment regardless of source of power must comply with all federal, state and local codes.
9. All extension cords must be the three wire grounded type.
10. All equipment must be properly tagged and wired with complete information as to type of current amperage, voltage, phase, cycle, horsepower, etc.
11. **Exhibit set-up may begin at 12:00 Noon Friday, August 3rd.**
12. **Tear down must be completed by midnight the night of EXPO 2007. Please be sure to remove all boxes, trash, etc. from your exhibit area or additional charges will be applied.**
13. Vendors may not participate in drawings held by other Vendors.
14. **BADGES MUST BE WORN TO ALL EVENTS. NO ENTRY WILL BE ALLOWED WITHOUT THEM. BADGES ARE TO BE PICKED UP FROM THE CONVENTION REGISTRATION DESK PRIOR TO EXHIBIT SET-UP.**
15. **HOTEL RESERVATIONS:** Please call the Marriott Resort at 1-843-449-8880. Be sure to say you're with the CIADA Group. Special rates of \$145.00 will be extended through July 2, 2007, or until the room block has been filled, whichever comes first.
16. **In order to provide you with a booth # and an exhibit floor plan in advance of the Expo, all booth registrations must be paid and in this office prior to June 15th, 2007. Please refrain from calling the office asking for a copy of the floor plan or your booth #. If it is ready prior to the convention, it will be published on our website at [www.theciada.com](http://www.theciada.com).**
17. If you need additional space to list names of attendants, please use a separate sheet of paper.
18. **The theme for the 2007 Expo is "It's a Jungle Out There" and the Expo will be decorated accordingly. Although it is not mandatory, we encourage all exhibitors to participate in the theme party by decorating their booths and dressing according to the theme.**
19. A buffet dinner is provided and all exhibitors are invited to participate.
20. **Please pay close attention to the postmark dates on the registration form. Be sure to register early to take advantage of the lowest rate for a booth.**
21. Please include a brief description of the products and/or services you offer with your booth registration.
22. If you plan to have a vendor "give away" from your booth at the Expo, please bring it with you so you won't have to go out and get it at the last minute.

If you have any questions or need additional information, please contact the CIADA office at 1-800-432-4232.



# EXPO 2007 VENDOR REGISTRATION

Registration will not be accepted unless accompanied by payment in full.



Company Name

Mailing Address

City/State/Zip

Phone

Fax

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**CONVENTION & EXPO ATTENDANTS:** Booth Registration includes 2 attendants **FREE (\$350.00 Value)**  
**NO ENTRY WILL BE ALLOWED WITHOUT BADGE. ALL NAMES MUST BE LISTED FOR PLANNING PURPOSES.**

1. **FREE** | 2. **FREE**

### FRIDAY NIGHT EXPO ONLY ATTENDANTS (Colored Tag - only allows entry into EXPO)

1. | 3.  
2. | 4.

**ALL SPACES WILL BE 10' BY 10' AND WILL BE MARKED WITH PIPE AND DRAPING. SPACES WILL INCLUDE 2 CHAIRS, ONE 6' TABLE AND ELECTRICAL POWER. ALL TABLES WILL BE COVERED AND SKIRTED.**

Will you need High Speed Internet connection? (An extra charge of \$250.00 will apply)  YES  NO

GOLF: \_\_\_\_\_ HDCP \_\_\_\_\_ GOLF: \_\_\_\_\_ HDCP \_\_\_\_\_  
GOLF: \_\_\_\_\_ HDCP \_\_\_\_\_ GOLF: \_\_\_\_\_ HDCP \_\_\_\_\_

**WE MUST HAVE YOUR HANDICAP SO WE CAN DO PAIRINGS!!**

<b>BOOTH REGISTRATION WILL NOT BE ACCEPTED UNLESS ACCOMPANIED BY PAYMENT IN FULL.</b>	Postmarked on or before 04/01/07	Postmarked between 04/02-05/01/07	Postmarked between 05/02-06/15/07	<b>DEADLINE JUNE 15, 2007</b>
<b>FEES</b>	<b>COST</b>	<b>COST</b>	<b>COST</b>	<b>TOTAL</b>
CIADA Member BOOTH:	\$ 695.00	\$ 795.00	\$ 995.00	
Non-member BOOTH:	\$ 950.00	\$ 1050.00	\$ 1250.00	
High Speed Internet Connection	\$ 250.00	\$ 250.00	\$ 250.00	
Will you need a table? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> 1 INCLUDED	<input type="checkbox"/> Additional Table = \$ 25.00		
ADDITIONAL EXPO ONLY Attendants @	\$ 65.00 each	\$ 70.00 each	\$ 75.00 each	
<b>GOLF (non-refundable and must be prepaid) (space is limited so register early)</b>	<b>\$ 95.00 each before 07/27/07</b>	<b>\$ 95.00 each before 07/27/07</b>	<b>\$ 105.00 each after 07/27/07</b>	
<b>Total Registration Fees Due</b>				

### METHOD OF PAYMENT (Amount to be paid is for total registration fees)

PLEASE NOTE: WE CAN ONLY PROCESS VISA AND MSCD CREDIT CARDS.

Enclosed is a check made payable to CIADA  
 Charge to the following card:  Mastercard  VISA

Cardholder's Name (print)

Card Number

Exp Date

Signature

### REGISTRATION COMPLETION

Please complete form and fax or mail to:

CIADA  
P.O. Box 1088  
Harrisburg, NC 28075

Phone: 800-432-4232  
Fax: 800-992-4232

DO NOT WRITE IN THIS SPACE

ADMIN USE ONLY