Exhibitor Registration Application

Exhibit space is limited! We encourage you to register early – by September 15!

Company/Organization Name:

Address:

City: State: Zip: Website:

Contact Name:

Email: Phone:

Registration Fees
Registration fees cover booth space for two days (Friday, October 13 and Saturday, October 14, 2006). Please check one payment option below:

☐ Non-profit organization or educational institution: $30
☐ Business or for-profit organization: $50
☐ Contributor Sponsor: Payment covers exhibit booth + sponsorship listing in program $250

(For information on Odyssey Days sponsorships at various levels, contact Madhuri Hosford at (206) 478-6621 or madhuri@oz.net.)

Exhibit Booths
Indoor Exhibit Booths are available in the Gymnasium, the Auditorium lobby, the Professional Automotive Training Center (PATC). Each Indoor Exhibit Booth includes 10’ X 10’ floor space, one six foot table, and two chairs. Electrical outlets are available for indoor exhibits. Outdoor Exhibit Booth locations are available on a first-come, first-served basis adjacent to the Professional Automotive Training Center (PATC) and at other designated points on SCC campus. No electrical outlets will be provided for Outdoor Exhibit Booths. You may wish to bring your own power source to provide electrical outlets for Outdoor Exhibit Booths.
Exhibit Setup and Breakdown
Exhibits Set-up: Friday - October 13, 7:30 am to 9:15 am
Saturday - October 14, 7:30 am to 9:15 am
Exhibits Open: Friday - October 13, 9:30 am to 4 pm
Saturday - October 14, 9:30 am to 4 pm
Exhibits Breakdown: Saturday - October 14, 4 pm to 5 pm

Merchandise Sales
Exhibitors may sell items such as t-shirts, stickers and other goods that promote your organization. Items for sale must be relevant to the topic of the event (e.g., alternative energy, sustainable living, etc.).
☐ Yes  ☐ No  Do you plan to sell any items at your booth?
If yes, describe the items for sale: ________________________________________________________________

Exhibitor Registration
Payment by check or credit card is due upon registration (Do not send cash):
☐ By mail: Enclosed is my completed “Exhibitor Registration Form” with my check payable to Shoreline Community College in the amount of $__________.
☐ By mail: Enclosed is my completed “Exhibitor Registration Form.” Please charge my MasterCard/Visa (debit or credit card) for payment in the amount of $__________.
(Please complete the information below.)
Name as it appears on the card:
Billing Address: ________________________________________________________________
___________________________________________________________________________
Card Number: ______________________________________________________________
Expiration Date: Month ________________ Year __________________________
Total amount to be charged: $____________________________
Cardholder Signature: _______________________________________________________
☐ By FAX: I am submitting my completed “Exhibitor Registration Form” by FAX to Shoreline Community College at (206) 546-6952, Attention Cashier’s Office. Please charge my MasterCard/Visa (debit or credit card) for payment in the amount of $__________.
(Please complete debit or credit card information above for payment.)
☐ In Person: I will deliver my completed “Exhibitor Registration Form” to the Shoreline Community College Cashier’s Office at the address below. I will include my check payable to Shoreline Community College in the amount of $__________, or I will pay with a MasterCard/Visa (debit or credit card).
Cashier’s Office - Odyssey Days Registration
Shoreline Community College
16101 Greenwood Ave North
Shoreline, WA 98133

Odyssey Days Policies
Odyssey Days Audience
Attendance at the event is free. Odyssey Days will draw audiences consisting of business owners, college and high school students, economic development personnel, educators, entrepreneurs, fleet managers, general citizenry, policy makers, researchers, service providers (accountants, attorneys, bankers, private investors, venture capitalists, etc.) and others interested in creating a more sustainable future for our region and the world. We anticipate approximately 1,000+ people in attendance.
Exhibit Booth Staffing Requirements, Safety and Security
This two-day event is from 9:30 am to 4 pm on Friday and Saturday, October 13 and 14, 2006. Your booth must be staffed by at least one person at all times during these hours. We recommend having two three-hour shifts for each day. Shoreline Community College is not responsible for items during this event. You are solely responsible for the safety and protection of your exhibits, displays and materials at all times. The indoor exhibit areas will be locked overnight but not guarded. A Certificate of Insurance naming Shoreline Community College is suggested for all vendors and required for food vendors. Food vendors are also required to have valid Seattle-King County Health Department food handlers’ permits.

Setup and Breakdown Times
Setup on Friday, October 13 and Saturday, October 14 begins at 7:30 am. Please have your booth ready and staffed by 9:15 am each morning. To unload boxes and other heavy items, you may drive your vehicle to the building or area in which your booth is located; however, please remove your vehicle from that area immediately after unloading. Do not leave unattended vehicles in driveways or loading zones. On Saturday, October 14, please have all items removed from your booth area by 5 pm.

Parking
Please follow signs and park in designate parking lots only. See campus map included with this packet.

Cancellation Policy
Cancellation requests received by September 15, 2006, will be refunded the booth fee minus a $15 processing fee. Requests submitted after September 15, 2006, will not be issued a refund. Please notify Madhuri Hosford (email: madhuri@oz.net) as soon as possible of any intent to cancel so we can fill your exhibit space from our waiting list. In order to process refunds we will require a written request. Please include the method of original payment (check or credit card). Refunds on payments originally paid by check will be processed by SCC’s Accounts Payable department as a check (please include name of person to whom refund check should be made payable). Refunds on payments paid originally by debit or credit card will be processed by SCC’s Cashier’s Office as a credit (please provide credit card number).

Thank you for your participation!

2006 Washington State Odyssey Days

“Driving Toward the EverGreener State!”