**Noteworthy Information for Conference Exhibitors**

Please use this list as a reference for set-up times, breakdown times, information about exhibitor booths, cost, and next steps.

If you have any questions or need assistance with this form, please contact Elissa Ellis at the APRIL office at 501-753-3400 or via email at [eellis@april-rural.org](mailto:eellis@april-rural.org).

* Exhibitor Booth Location: Rosen Centre
* Booth Set-Up: October 12 (specific time TBD)
* Booth Breakdown: October 14 by 12:30 pm
* Exhibitor Spaces: Each exhibitor space will have an electrical outlet if possible. A 6-foot table with a table skirt and 2 chairs will be provided.
  + If you need other equipment, please ensure you bring that with you. This is inclusive of extension cords.
* AV Requests: If you have any special AV requirements such as phone or DSL connection, please contact Zacharia Harvey for more information. ***Extra charges may apply for this and must be paid by you to the hotel directly.***
  + **Zacharia Harvey Phone: 407-996-8555**
  + **Zacharia Harvey Email:** [zacharia.harvey@encoreglobal.com](mailto:zacharia.harvey@encoreglobal.com)
* Booth Rental Cost: There is a one-time fee for booth rental for the duration of the conference
  + Non-Profit Booth Rental Rate = $500
  + Corporate Booth Rental Rate = $750
* Booth Location: Space is limited, and all booths will be assigned on a first come first serve basis. This means the earlier you register and pay for an exhibit booth space, the more likely you are to get your preferred spot!
  + Tables for booths will be set up near the Conference registration area of the hotel

\*\***If you plan on eating with the conference attendees, please enclose the additional meal ticket fee of $200.00. \*\***

Please complete the attached form on page 2 and mail, along **with your payment made out to APRIL**, to:

APRIL

C/O Elissa Ellis

11324 Arcade Dr., Suite 9

Little Rock, AR 72212

If you have any questions or concerns, please contact Elissa Ellis at the APRIL office at 501-753-3400 or email: [eellis@april-rural.org](mailto:eellis@april-rural.org)

**APRIL Conference 2022 Exhibitor Registration**

**Contact Person Name:**

**Organization:**

**Address (Street, City, State, Zipcode):**

**Telephone Number:**

**Fax Number (if applicable):**

**Email Address:**

**Meal Ticket (check one):**

*If you check yes, please make sure you include an additional $200 to cover that cost.*

Yes  No

**Amount Enclosed (Choose One):**

$500 (Non-Profit booth rental)

$750 (Corporate booth rental)

$700 (Non-Profit booth rental ***and*** meal ticket)

$950 (Corporate booth rental ***and*** meal ticket)

***\*\*PLEASE NOTE THAT OUR CONFERENCE ATTENDEE CONTACT INFORMATION IS NOT TO BE USED FOR SOLICITATION / SALES PURPOSES\*\****