

The Tri-State Association of School Business Officials takes great pleasure in inviting your company to exhibit at our **25th Annual Conference** to be held **May 17-19, 2017** at the **Sheraton Burlington Hotel & Conference Center in South Burlington, Vermont**. The Tri-State Conference brings together more than 100 school business officials from Maine, New Hampshire and Vermont. It is here that you will have the opportunity to grow your business and make valuable connections with new and old friends.



As it is our 25th annual conference this year's event promises to be better than ever with a fantastic program, outstanding speakers and great social events, like the Wednesday Dining Event. You must be a conference attendee to participate in these conference activities so consider enrolling as an attendee to maximize your firm's networking opportunities.

Below you will find answers to the most frequently asked questions as well as contact information.

2017 Tri-State Association School Business Officials Conference

PLEASE NOTE: VENDOR "ON-LINE" REGISTRATION www.tristateasbo.org GOES "LIVE" THE WEEK OF MONDAY, JANUARY 23, 2017

Frequently Asked Questions (FAQ's) – Vendors

1. **When is the conference?**
Wednesday, May 17 through Friday, May 19.
2. **Where is the conference?**
Sheraton Burlington Hotel in South Burlington VT
3. **What is the day scheduled for vendor exhibits?**
Thursday, May 18
4. **What time are the vendor exhibits open?**
Exhibits are open from 2:30 pm to 5:00 pm
5. **What time can we set up?**
Setting up begins at 8:00 am on Thursday, May 18
6. **What time do we have to break down?**
Break down begins at 5:00 p.m., but all materials **must** be removed no later than 6:00 p.m. on Thursday, May 18. Overnight storage is available at the hotel.
7. **How do we register?**
Register "on-line" at www.tristateasbo.org
8. **Can we register by mail?**
Registration by mail is no longer an option; all registration is completed on-line at www.tristateasbo.org
9. **How many vendor spaces are available?**
65 spaces are available, you are encouraged to register as early as possible.
10. **What is the registration fee?**
\$500.00.
11. **What is included with our vendor registration fee?**
Registration fee includes a space for one 8' x 10' exhibit booth and a buffet lunch for 'vendors only' (up to two individuals for each vendor) on Thursday, May 18, in the exhibit hall during vendor set-up time.
12. **Are the other activities of the conference included in the Vendor Registration Fee?**
No, the other conference activities, including the Wednesday and Thursday evening dinner, breakfast, and lunch are not included as part of the vendor registration fee.
13. **Can a vendor register for the conference as well?**
Yes, vendors are welcomed and need to register separately, including all fees, in order to participate in the other activities listed on the Tri-State ASBO web site. In addition to the registration fees, any costs for meals not included in the conference registration package must be paid as well.
14. **Can vendors send material for Reps ahead of time?**
Yes, with appropriate forms attached, but not prior to Monday, May 15, 2017. All packages should be labeled as such:
Sheraton Burlington Hotel
TRI-STATE ASBO CONFERENCE – 5-18-17
ATTN: *(Your Rep who will be on site to receive the package)*
870 Williston Road
South Burlington VT 05403
15. **I need to make arrangements for overnight accommodations, who do I contact?**
Overnight accommodations are secured by sending in the Room Reservation Form to:
SHERATON BURLINGTON HOTEL
TRI-STATE ASBO CONFERENCE – 5-18-17
870 Williston Road
South Burlington VT 05403
Phone reservations are not accepted.

NOTE: Standard electricity is included, however,

For more information please contact Alan Kochis
(207) 992-4160, (207) 356-2197 or akochis@bangorschools.net

