

The Tri-State Association of School Business Officials takes great pleasure in inviting your company to exhibit at our **26th Annual Conference** to be held **May 23-25, 2018** at the **Holiday Inn by the Bay in Portland Maine**. 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.



To maximize your networking opportunities, please consider enrolling as a conference attendee. As an Attendee you would be able to participate in educational activities, social times, and listen to our outstanding keynote speakers.

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

2018 Tri-State Association School Business Officials Conference

PLEASE NOTE: VENDOR "ON-LINE" REGISTRATION www.tristateasbo.org GOES "LIVE" AS OF THURSDAY, FEBRUARY 1, 2018 @ 12:00 NOON

Frequently Asked Questions (FAQ's) – Vendors

- 1. When is the conference?**
Wednesday, May 23 through Friday, May 25.
- 2. Where is the conference?**
Holiday Inn by the Bay in Portland, Maine.
- 3. What is the day scheduled for vendor exhibits?**
Thursday, May 24
- 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 24
- 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 24. 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?**
75 spaces are available, you are encouraged to register as early as possible.
- 10. What is the registration fee?**
\$525.00.
- 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 24, 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 educational sessions, the keynote speakers and wellness activities require a separate conference registration fee of \$160, which includes the lobster bake on Peaks Island. A lobster bake only option is available for \$60/person on the vendor registration page. All other room and meal accommodations with the exception or the Thursday vendor luncheon buffet and lobster bake must be purchased from the Holiday Inn using the form available on our website.
- 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 21, 2018. All packages should be labeled as such:
HOLIDAY INN BY THE BAY
TRI-STATE ASBO CONFERENCE – 5-24-18
ATTN: *(Your Rep who will be on site to receive the package)*
88 Spring Street
Portland, Maine 04101
- 15. I need to make arrangements for overnight accommodations, who do I contact?**
Overnight accommodations are secured directly with in the Holiday Inn by the Bay (207)775-2311 refer to "Conference Rate"

NOTE: Standard electricity is included, however, Wireless internet is available at Vendor cost through the hotel.

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

