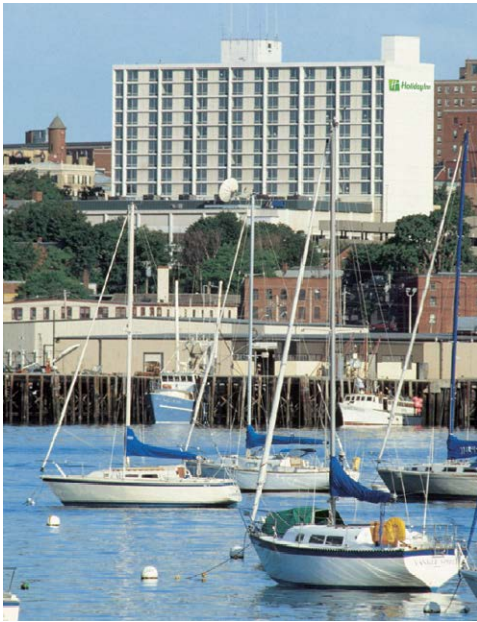


Join us in Portland, Maine!

at Tri-State ASBO's 23rd Annual Conference



The Tri-State Association of School Business Officials takes great pleasure in inviting your company to exhibit at our 23rd Annual Conference to be held May 20-22, 2015 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.

As it is our 23rd annual conference this year's event promises to be better than ever with a fantastic program, outstanding speakers and great social events, like the Lobster Feed at Fort Williams. 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.

2015 Tri-State Association School Business Officials Conference

PLEASE NOTE: VENDOR "ON-LINE" REGISTRATION www.tristateasbo.org GOES "LIVE" AS OF MONDAY, JANUARY 19, 2015 @ 12:00 NOON

Frequently Asked Questions (FAQ's) – Vendors

- 1. When is the conference?**
The conference is from Wednesday, May 20, 2015 through Friday, May 22, 2015
- 2. Where is the conference?**
The 2015 conference is at the Holiday Inn by the Bay in Portland, Maine.
- 3. What is the day scheduled for vendor exhibits?**
Thursday, May 21, 2015
- 4. What time are the vendor exhibits open?**
The vendor exhibits are open from 2:30 pm to 5:00 pm
- 5. What time can we set up?**
Vendors can begin setting up at 7:00 am on Thursday, May 21st
- 6. What time do we have to break down?**
Vendors may begin breaking down at 5:00 p.m., but must have materials removed no later than 6:00 p.m. on Thursday, May 21st. Overnight storage is available at the hotel.
- 7. How do we register?**
Vendors need to register "on-line" at www.tristateasbo.org
- 8. Can we register by mail?**
Vendor registration by mail is no longer an option; all vendor registration is done on-line.
- 9. How many vendor spaces are available?**
Only 75 spaces are available, vendors 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?**
The vendor registration fee provides each vendor with space for one 8' x 10' exhibit booth. It also includes a buffet lunch for 'vendors only' (up to two individuals for each vendor) on Thursday, May 21st, 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 banquets, breakfast, lunch and golf 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 18, 2015. All packages should be labeled as such:
HOLIDAY INN BY THE BAY
TRI-STATE ASBO CONFERENCE – 5/20/15
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 and meal accommodations are made directly with the Holiday Inn by the Bay (207)775-2311 refer to "Conference Rate"

Tri-State Association School of Business
23rd Annual Conference
May 20 - 22, 2015
www.tristateasbo.org

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