



## Exhibitor/Sponsor Registration Form

Central Atlantic States Association of Food & Drug Officials  
 101<sup>ST</sup> Annual Educational and Training Seminar  
 May 1-4, 2017  
**Holiday Inn Saratoga Springs**  
 232 Broadway  
 Saratoga Springs, NY 12866  
 (518) 584-4550; [www.saratogahi.com](http://www.saratogahi.com)

For more information, contact Megan Lauff  
 Phone: (215) 717-3749, Fax: (215) 597-4660, E-mail at [megan.lauff@fda.hhs.gov](mailto:megan.lauff@fda.hhs.gov)

Company Name:			
Representative:			
Representative (On-Site):			
Address:			
Phone:		Fax:	
E-Mail:		Web Site:	
<b>IMPORTANT!</b> Please e-mail a description of your products, services, and a JPG image of your organization's logo (if desired) to be included in the conference materials to <a href="mailto:megan.lauff@fda.hhs.gov">megan.lauff@fda.hhs.gov</a>			
<b>Exhibitor Fees</b>			
8' x 10' Booth Paid By 2/1/2017		<input type="checkbox"/> \$350.00	
8' x 10' Booth Paid After 2/1/2017		<input type="checkbox"/> \$500.00	
<b>Sponsorship Fees</b>			
Description	Partial <i>(Specify Amount)</i>	Exclusive Sponsorship	
Morning Coffee Break Sponsor <i>(3 each @ \$200.00)</i>	<input type="checkbox"/> \$	<input type="checkbox"/> \$600.00	
Afternoon Refreshments <i>(3 each @ \$300.00)</i>	<input type="checkbox"/> \$	<input type="checkbox"/> \$900.00	
Welcome Reception Sponsorship	<input type="checkbox"/> \$	<input type="checkbox"/> \$1,000.00	
Audio-Visual Support Sponsorship	<input type="checkbox"/> \$	<input type="checkbox"/> \$1,000.00	
Conference Attendee Binder/Printing Sponsorship	<input type="checkbox"/> \$	<input type="checkbox"/> \$1,000.00	
Conference Attendee Handout Sponsorship	<input type="checkbox"/> \$	<input type="checkbox"/> \$1,000.00	
Platinum Conference Sponsorship <i>(Includes 3 full conference registrations, placard recognition, and a 10 min. presentation at the Awards Banquet)</i>		<input type="checkbox"/> \$2,000.00	
Gold Conference Sponsorship <i>(Includes 2 full conference registrations, placard recognition, and a 5 min. presentation at the Awards Banquet)</i>		<input type="checkbox"/> \$1,500.00	
Silver Conference Sponsorship <i>(Includes 1 full registrations, placard recognition and a 5 min. presentation at the Awards Banquet)</i>		<input type="checkbox"/> \$1,000.00	
Bronze Conference Sponsorship <i>(Includes 1 full conference registration and placard recognition)</i>		<input type="checkbox"/> \$500.00	
CASA Conference Donation		<input type="checkbox"/> \$50.00	
<b>Payment</b> <i>(Reminder: Booth assignment will be reserved/confirmed only upon full payment)</i>			
<input type="checkbox"/> Check payable to the "CASA"    OR <input type="checkbox"/> via PAY PAL @ <a href="http://www.casafdo.org">www.casafdo.org</a> (accepts major credit cards)			
If made by Pay Pal, date of purchase and amount charge will appear as "CASA."			

CASA Office Use Only:	
Date Paid:	Amount Paid:
Method of Payment:	Booth # Assigned:

**Sponsorship Benefits:**

- Networking opportunities and exposure for your organization
- Unique opportunity for you to reach out to both the regulatory and industry communities
- Extending your marketing return
- Increase your visibility by setting you apart from your competitors
- Position you as a leader in the industry
- Your company's name and logo will appear in the conference program with the event your company will be sponsoring as well as on-site placards and slide show at the event.
- Information will be posted on our website listing sponsors and a link can be provided directly to your company's website.

**Payment Information:**

Please make check payable to the "CASA" and mail this form and your payment to:

CASA – c/o Megan Lauff  
Food and Drug Administration  
200 Chestnut Street, Room 900  
Philadelphia, PA 19106

**Hotel/Conference Center Information:**

Holiday Inn Saratoga Springs  
232 Broadway  
Saratoga Springs, NY 12866  
<http://www.saratogahi.com>

**Exhibitor Information:**

Booth selections are not guaranteed. They will be assigned on a first-come, first-serve basis upon receipt of payment. If you require additional services, you must purchase them through Hotel services. Contact Megan Lauff at 215-717-3749 for more information.

Exhibitor equipment and materials will only be accepted by the hotel no more than 3 days in advance. Each exhibitor must complete both a **Shipping Form** and an **Electrical Form**. Forms will be emailed after registration fee is received. Booth setup is on Monday, May 1<sup>st</sup> from 1:00 pm to 5:00 pm. Exhibitor display times are: Tuesday, May 2<sup>nd</sup> from 7:00 am to 5:00 pm, Wednesday, May 3<sup>rd</sup> from 7:00 am to 5 pm and Thursday May 4<sup>th</sup> from 7:00 am to 11:00 am. Hours that the Exhibitors' booths are manned are at Exhibitors' discretion. This is an educational conference and most traffic is during breaks (see program for details). Booth breakdown is from 12:00pm to 2:00pm on Thursday, May 4<sup>th</sup>.

**Fee Includes:**

- One 8' table draped and skirted on three sides per 8' x 10' booth.
- One Full Conference registration.
- Exhibitor listing on the CASA website with link to your organization's website.
- Exhibitor listing in Conference program provided to each participant.
- Electronic list of participants will be provided to each Exhibitor after the Conference upon request.

**Advertising Information:**

**IMPORTANT!** All CASA Associate Members are encouraged to ship 150 pieces of promotional items such as pens, mugs, food, beverages, etc. to promote your brand. All exhibitors have a bonus of adding one 8x11 advertising piece to the conference program by February 1<sup>st</sup>, 2017. All promotional items and advertising pieces must be shipped to:

Erin Sawyer  
Attn: CASA  
10B Airline Drive  
Albany, NY 12235  
[erin.sawyer@agriculture.ny.gov](mailto:erin.sawyer@agriculture.ny.gov)

**Sponsorship Information:**

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Please note we are anticipating approximately 150 attendees affiliated with a variety of Federal, State, Local, International, and Industry entities. If unexpected numbers are reached, you will be contacted.