

Idaho State UNIVERSITY

College of Technology
CONTINUING EDUCATION & WORKFORCE TRAINING

921 South 8th Avenue • Mail Stop 8076 • Pocatello, ID 83209-8076

Vendor Registration Form

Vendor Name: _____
As it will appear on communication & marketing

Contact person: _____ Email: _____

Staff at event: _____ Email: _____

Cost of vendor display (place checkmark next to option selected):

One six foot table: \$30.00/day _____ Two six foot tables: \$60.00/day _____
Need electricity: \$5.00 _____ Need WiFi: _____

TOTAL: \$ _____

I understand and agree to vendor guidelines (page 2 of this document) and have enclosed vendor fees according to above scale.

Authorized signature: _____ Date: _____

Credit card # (Visa, MC): _____ Exp date: _____

Name on credit card: _____ CVV: _____

Make checks payable to: ISU Continuing Education & Workforce Training

Please mail registration form and CC/check to **(deadline June 9)**:

ISU Continuing Education & Workforce Training
Attention: EM conference registration
921 S. 8th, STOP 8076
Pocatello, ID 83209

Phone: (208) 282-3372 • Fax: (208) 282-2162 • <http://cetrain.isu.edu/>

Vendor Guidelines

1. Space is limited and is assigned on a first-come-first-serve basis.
2. Once your registration form is received you will receive an email confirmation.
3. The conference is scheduled Friday, June 23rd 1:00 p.m. to 7:00 p.m. and Saturday, June 24th 8:00 a.m. to 4:15 p.m.
4. Set up is from 11:30-12:30, Friday, June 23rd.
5. Take down is from 4:15-5:15 p.m. Saturday, June 24th.