Conference Registration

a. **Registration period:** February 4th – Until Full
b. **Official Invoice:** Upon successful completion of the online registration process, a confirmation email will be sent to the Primary Contact. This email will serve as your **Official Invoice.**
c. **Additional Representative Rate (MUST HAVE A BOOTH):** Conference Rate: $575.00 / Early-Bird Rate: $475.00 (Until June 3, 2019)
d. **Exhibitor Representative names:** Required during online registration
e. **Cancellation policy:** 100% owed by exhibitor if cancellation after May 15 2019

Payment

a. **Full Payment Due:**
   - Only full payment confirms your participation in the Exhibit Showcase
   - Payment is required **30 days** from **date registered**
b. **Booths Assignments:**
   - Are based on the date payment is received, not date registered
c. **Payment Options**
   - **Checks Payable To**
     - SUNY Computing Officers Association (COA)
   - Credit Card
d. **Mail Check To:**
   - Daniel Sidebottom
   - SUNY Cortland
   - Administrative Computing Services
   - Winchell Hall, Room 106
   - Cortland, New York 13045

e. **Metal Sponsors**

   a. **Company Logo for STC website & Conference App**
      - **Platinum Exhibitor:** 200 x 150px
      - **Gold & Silver Exhibitor:** 200 x 45px
      (Send to: Dan Sidebottom: daniels@cortland.edu)
   b. **Platinum & Gold Exhibitor Track Session(s)**
      - Need: presenters name, presentation title and brief description
      - Session day and time slot is based on when we receive your information
      (Send to: Peter Houghton: houghtpj@sunysccc.edu)

Technology Exhibit Hours

a. **Tuesday,** June 18th - 3:00 p.m. to 7:00 p.m.
b. **Wednesday,** June 19th - 1:00 p.m. to 4:00 p.m.

Booth Information

a. **Specifications:**
   - **8’ x 10’**
   - Drape – back 10’, side 6’
   - 1 – 6’ Table
   - 2 – folding chairs
   - 1 – standard 110 electrical outlet
   - Wireless Internet
b. **Setup**
   - Begins 9:00 a.m. on Tuesday
   - Completion by 2:00 p.m.
c. **Breakdown**
   - Immediately following the exhibit, 4:00 p.m. Wednesday
   - Completed by midnight

**Hotel Room Reservations:** Go to: [http://www.stc.suny.edu/](http://www.stc.suny.edu/) Click on the Exhibitors tab and then Hotel Reservations

**Exhibitor Information Documents:** Go to: [http://www.stc.suny.edu/](http://www.stc.suny.edu/) Click on the Exhibitors tab and then Exhibitor Information