

**Conference Registration**

- a. **Registration period:** **February 4<sup>th</sup> – 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**
**30 days of invoice (Date Registered)**

- 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** **By: ASAP, or when payment is received**
- Platinum Exhibitor:** 200 x 150px
  - Gold & Silver Exhibitor:** 200 x 45px
- (Send to: Dan Sidebottom: [daniels@cortland.edu](mailto:daniels@cortland.edu))
- b. **Platinum & Gold Exhibitor Track Session(s)** **By: ASAP, no later than May 1<sup>st</sup>**
- 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](mailto:houghtpj@sunysccc.edu))

**Technology Exhibit Hours**

- a. **Tuesday, June 18<sup>th</sup>** - 3:00 p.m. to 7:00 p.m.
- b. **Wednesday, June 19<sup>th</sup>** - 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/>, Click on the Exhibitors tab and then Hotel Reservations

**Exhibitor Information Documents:** Go to: <http://www.stc.suny.edu/>, Click on the Exhibitors tab and then Exhibitor Information