

Registration Form for Community Organizations



**Wednesday, November 9
10 a.m. to 3 p.m.
Student Recreation Center
Indoor Tennis Courts**

Exhibitor Information

_____ Organization Name		_____ Contact Person	
_____ Street Address	_____ City	_____ State	_____ Zip
_____ Phone	_____ FAX	_____ E-mail Address	

Exhibit Guidelines

We appreciate your participation as an exhibitor and/or sponsor of the WMU Health & Wellness Expo. Please follow the guidelines listed below:

- All staff, materials and activities in your exhibit support health and wellness
- Do not include materials that promote or are sponsored by organizations that support alcohol, tobacco or other drug use; violence; or discrimination
- For information on selling items or services in your booth, please contact Chris Voss at (269) 387-3772.

Registration Timeline

Early Bird Registration	Through September 16, 2011
Sponsorship Registration	Through August 19, 2011
Regular Registration	Through October 14, 2011
Final Date to Register	October 21, 2011

Please complete this form and return it with payment by October 14. Completed forms can be returned to:

WMU Student Recreation Center
Attn: Chris Voss
1903 W. Michigan Ave.
Kalamazoo, MI 49008-5447

If you have any questions about the Health & Wellness Expo, please contact Chris Voss at (269) 387-3772 or christopher.e.voss@wmich.edu

www.wmich.edu/hwexpo/

All registrations must be postmarked by the dates listed above. Late fee applies if post marked after October 14.

Type of Exhibit

Please provide a brief description of what you will be offering at your exhibit, so that we can accurately advertise the event. (Please check and describe all that apply)

- Education _____
- Screening _____
- Service _____
- Other _____

Exhibit

Please mark one:

- For profit organization, retail Selling products/services \$75
- For-profit organization standard Exhibit \$60
- Charity/Non-profit organization (IRS definition) standard exhibit \$40

Box Lunch

Attach and return the lunch form.

- I would like ___# of box lunches at \$5 each. (Please include lunch form with registration.)
- I would like ___@ of sponsor box lunches per sponsorship levels. (Please include lunch form with registration.)

Set-Up Needs

Standard exhibits include one 6 ft. table and two chairs. Check below to request additional items.

- Power (please bring your own extension cords; availability is limited) # of extra chairs _____
- Other set-up requests _____

Sponsorship

As a sponsor, you will receive greater exposure when we advertise the event. Please choose a level of contribution. Sponsorship registration is due August 19, 2011.

- Event Sponsor \$200**

One standard exhibition fee is waived, two 6 foot tables for exhibit, name on posters at event, any other event day marketing and one complimentary lunch.

- Executive Sponsor \$500**

Includes all event sponsor benefits plus prime booth location, 8 ft banners advertising the event, logo on event website, logo in student newspaper ad, logo on post cards to all faculty, staff and students, posters and digital advertising around campus and up to three additional lunches provided (total of 4).

Sponsors must submit their company logo in vector format to eric.howes@wmich.edu by September 19 to be included on posters and advertisements.

Payment

Please calculate your total payment due.

1. Add fees applicable for sponsorship, exhibit and lunches.
2. Subtract \$10 for Earlybird Registration if payment is postmarked by 9/16/11.
3. Add \$10 late fee if payment is postmarked after 10/14/11.

Total Payment Due _____

We accept checks, money orders and credit cards (MC, Visa and Discover). Please make checks or money orders to WMU/SRC. Please send payment with registration form.

Credit Card Information

In order to pay by credit card, please provide the following information

Name on Card _____

Card Number _____

Exp. Date _____

CVV Number (3 digit code on back of card) _____

Signature _____

(I authorize WMU SRC to charge the amount listed to the credit card listed above. We accept MC, Visa, and Discover.)