

## Dear Potential Vendors and Exhibitors,

The Conference on Family History & Genealogy will take place in the BYU Conference Center in Provo, UT on Tuesday, July 31 – Friday, August 3, 2018. We would like to invite you to be a vendor and/ or exhibitor for our conference. All vendors will be located in the open-air ballroom of the new Harmon building.

Each exhibit space includes:

- 3' x 6' skirted table
- two chairs
- free wireless internet and AC power connection
- listing of your company's name, contact information, and booth number in program materials

Cost of each exhibit booth (3 days): \$199

### Exhibit Move-In Date:

Tuesday, July 31, 2018 at 6:30 a.m.

### Exhibit Move-Out Date:

Thursday, August 2, 2018 at 6:00 p.m.

To reserve a booth space, please sign and complete the contract found on the website and return it to BYU Adult Conferences. Upon receipt of your contract, you will be assigned a booth location.

We will be hosting an evening reception on **Tuesday, July 31 from 5:00 – 6:30 p.m.** in the atrium directly outside the ballroom. This would be an excellent opportunity for you to show your wares and we invite you to plan to be available at that time.

**If you are selling any products at your booth you will be responsible for your own cashiering and collection of sales tax. If you are selling a product you will need to provide the following information to us by May 15, 2018**

- a. Name
- b. Address
- c. Phone
- d. Email
- e. Identifying information (SSN, EIN, or driver's license number with date of birth)

### Vendor Prize Giveaway

Conference participants are encouraged to attend every vendor booth and receive a stamp on their Vendor Stamp Sheet. Participants completed Vendor Stamp Sheet is turned in to enter participants into the Vendor Prize Giveaway, which takes place in room 2254 on Thursday, August 2 at 1:15 p.m. Please submit your prize donations to the registration booth before noon on Thursday to be included in the drawing.

### Advertisements

All vendors participating in the conference will be listed in our conference syllabus with their contact information and an advertisement provided by the vendor. Vendors can place a vertical, full-page (8.5" x 11") black and white ad in our syllabus at no additional charge. All advertisements must be submitted to [maddy.lang@byu.edu](mailto:maddy.lang@byu.edu) by **Wednesday, May 30, 2018**. Ads and information submitted after this date will not be included in the printed program.

### Deadlines

Contracts for booths and demonstrations must be submitted on or before Friday, June 8, 2018. A 50% refund is available on or before Monday, July 2, 2018. After this date no refunds will be given. All advertisements must be submitted to BYU Adult Conferences by Wednesday, May 30, 2018.

We look forward to working with you. Please feel free to contact us with any questions or concerns.

**Ann Baxter**

BYU Adult Conferences

801-422-4852

[Ann\\_Baxter@byu.edu](mailto:Ann_Baxter@byu.edu)

**Maddy Lang**

BYU Adult Conferences

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