

VENDOR REGISTRATION FORM

CONFERENCE NAME: 2025 ADMINISTRATIVE PROFESSIONALS CONFERENCE

CONFERENCE DATES: WEDNESDAY APRIL 23 & THURSDAY 24, 2025 | 8A.M. – 4P.M.

CONFERENCE LOCATION: 11670 CHITO SAMANIEGO, EL PASO, TEXAS 79936

SET UP DATE/TIME: TUESDAY APRIL 22, 2025 | 1:30 P.M. – 4:30 P.M.



FEE SCHEDULE:

*Vendor Table for TWO Day Event: \$650

*New Vendors pay \$545 by April 4, 2025

*Returning APC Vendors pay \$475 by March 03, 2025

PLEASE NOTE THE FOLLOWING:

*You are not registered until full payment has been received.

*Tables may not be shared without prior authorization from Positive Directions Co.

*Vendors must provide door prizes for both days Value \$50

***ALL SALES ARE FINAL**

YOUR FEE INCLUDES:

*One Reserved 6' wide x 8' deep exhibitor space for both days

*One table and two chairs for both days

*A discounted price to advertise in our Program Guide

*Your company listed in Program Guide

*Complimentary breakfast and lunch for each day for ONE person.

Additional lunch tickets are available for purchase (\$30 per day, per lunch) for extra staff

*Discounted fee to display your logo/web address on conference

***I have read and agree to limit display/merchandise to dimensions listed above.**

Please sign here: _____

VENDOR INFORMATION

<i>Main Contact</i>	<i>Company</i>	<i>Title</i>	
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Cellphone</i>		<i>Work Phone</i>	
<i>E-mail</i>			

Special Request(s): i.e. electrical outlet or phone access, dietary restrictions, disability access, etc.

Returning APC Vendor: \$475 (Deadline is 3/3/25)

New Vendor: \$545 (Deadline is 4/4/25)

Regular Price: \$650 after 4/4/24

<u>Number of Exhibit Tables:</u>	
<u>Exhibit Table Fee (Total):</u>	\$
<u>Number of Extra Lunch Tickets:</u>	
<u>Extra Lunch Fee (total):</u>	\$
<u>Service Fee (for credit card payment only)</u>	% 4.00
Total amount Due:	\$

Make checks payable to Positive Directions Co.

Credit Card

American Express

Mastercard

Visa

<u>Credit Card:</u>	
<u>Number:</u>	
<u>Expiration Date:</u>	
<u>Cardholder Name:</u>	
<u>CSV #:</u>	

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