

Sponsor and Exhibitor Registration Form

Please complete all sections and sign the Exhibitor Agreement below. Send the completed form along with payment to the address at the bottom of this form. Please retain a copy for your records.

Company Name

Description of products to be displayed

Person(s) who will attend

Contact Person (if different)

Street Address

City

State

Zip

Phone

Email

Sponsorship Options

- | | |
|--|---------|
| <input type="checkbox"/> Golden Apple | \$3,000 |
| <input type="checkbox"/> Silver Spoon Lunch | \$1,500 |
| <input type="checkbox"/> Bronze Bell Breakfast | \$1,000 |

Exhibit Options

- | | | |
|------------------------------|-----------------|---------|
| Number of End Tables | _____ | @ \$450 |
| Number of Mid-Row Tables | _____ | @ \$400 |
| Total Amount Enclosed | \$ _____ | |

The Exhibit fee covers the cost of one skirted 6' table for two days and one boxed lunch on each day of the Institute.

Please contact Heather Fox for more information regarding shipping materials.

Meal Choice

Please indicate your sandwich choice for each day of the Institute:

- | | | |
|-----------|-------------------------------------|---------------------------------|
| Thursday: | <input type="checkbox"/> Vegetarian | <input type="checkbox"/> Turkey |
| Friday: | <input type="checkbox"/> Vegetarian | <input type="checkbox"/> Turkey |
| Saturday: | <input type="checkbox"/> Vegetarian | <input type="checkbox"/> Turkey |

Payment Method

Please select one:

- Credit Card (MasterCard, Visa, Discover, American Express)

Card #

Expiration date

Signature

- Check (payable to Lesley University)
- Purchase Order (payable to Lesley University)

Reservation Deadlines

Sponsorship:	November 30, 2007
Exhibitors:	December 17, 2007

Exhibitor Agreement

At the Early Childhood Institute, all Exhibitors are treated as equal and will be given the opportunity, within reason, to present their products to the audience in the most effective manner. Space is limited and is available on a first-come, first-served basis.

Guidelines

These guidelines will be strictly enforced. We seek your cooperation and compliance.

- Exhibitors may not promote products that in any way indicate an endorsement by Lesley University, Center for Children, Families, and Public Policy, or the Early Childhood Institute.
- Exhibitors must abide by laws of the United States, Massachusetts State law, and applicable local ordinances.
- Exhibitors must honor the operational guidelines and procedures established by Lesley University and the Sheraton Framingham Hotel.

Raffle Donation

All Exhibitors are asked to donate one item for the raffle. The raffle is intended to create added interest in the Exhibit Area. Winners will pick up their raffle prize from individual Exhibitor tables. Please let us know what you will be donating so that we may include it on our promotional list.

Donation Item Description: _____

Booth Display Guidelines

Storage for all exhibitors will be limited to underneath the table(s) provided. Materials may be kept within the confines of the booth space, as long as they do not create a safety problem or appear unsightly to neighboring exhibits. Exhibitors cannot store materials behind chairs.

Cancellation Policy

Cancellation of an Exhibit space reservation will be honored if a written request is postmarked on or before December 31, 2007.

Signature

Date

Send your completed form with payment to:

Lesley University, Early Childhood Institute
29 Everett Street
Cambridge, MA 02138

Fax: 617.349.8125