Ball State University

Magna cum Murder XXIII

in association with

CRIMEFEST

2017 REQUEST FOR VENDOR SPACE
October 20-22, 2017

VENDOR INFORMATION
Please provide the following business identification information (type or print legibly):

Business name: _________________________________________________________

Address: _________________________________________________________

City/State/Zip: _________________________________________________________

Telephone: _________________________________________________________

E-mail Address: _________________________________________________________

Type of Items Selling: _________________________________________________________

BOOTH ATTENDANTS
Please provide the name(s) of the individuals who will be staffing your booth during the convention:

Name (1): _________________________________________________________

Name (2): _________________________________________________________

Name (3): _________________________________________________________

Name (4): _________________________________________________________

PHYSICAL REQUIREMENTS (Tables and chairs must be rented.)
Please indicate the number of tables you will require for your booth. The rate is based on $150 for the first table and $50 for each additional table. All amounts are in US Dollars.

☐ One six-foot table - $150
☐ Two six-foot tables - $200
☐ Three six-foot tables - $250
Please check the number of folding chairs you will require for your booth. Two folding chairs are provided at no additional charge; each additional chair will be charged at the rate of $10 per chair.

- Two folding chairs – no charge
- One additional folding chair - $10
- Two additional folding chairs - $20

Table covers and drapes are available at no charge. However, it is our understanding that most vendors prefer not to have them. Please indicate your preferences below:

- Yes - I want table covers and drapes
- No - I do not want table covers and drapes

CONFERENCE REGISTRATION
Vendors will also need to register for the conference. There is a “Vendor” option on the registration form and the fee is $155 per person. This fee includes the Friday reception, Saturday lunch, Saturday Banquet Dinner, and Sunday lunch.

Deadline for Reservation and Payment:  September 1, 2017
No refunds after October 6, 2017.

Mail or fax form to:
E.B. & Bertha C. Ball Center, Ball State University, Muncie, IN 47306
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