

TK 3.07a – Vendors

Responsibility: Meeting committee and Host Region

The Meeting Committee is responsible for coordinating the vendors for the meeting/conference; sending Vendor invitations (see TK forms), arranging with the Hotel the placement of Vendor tables. The Host Region will be available to vendors during the meeting.

- The charge to vendors for the vendor table(s) is determined in combination with the amount that the hotel will charge for the use of tables
- Hotel Space might be limited and should be considered when inviting prospective vendors
- NYS Women, Inc. affiliates Grace LeGendre Endowment Fund (GLEF), Career Development Opportunities (CDO) and Emblem tables should be given consideration when determining the charge/gratis of the vendor table(s).

Vendor Chair Tips

Email to each vendor 1 month prior to state meeting

To: Vendors/New York State Women Inc. _____ Meeting or Conference

Re: date & venue

Example: October 17th, 20__

Doubletree by Hilton Syracuse)

Address: 6301 State Route 298

East Syracuse, NY 13057

Phone number: hotel phone number

From: Vendor Chair Name

Thank you so much for your interest in our (meeting/conference) on (Date)^h at the (venue location) . Here are a few reminders for the day to help you in your planning. Feel free to contact me via email or phone (enter contact phone number) if you have any questions.

Vendor Tips: (sample)

- **Vendor hours are 8::00 am to 3:30 pm.**
- **Set up time is 6:30 am (no early bird set ups at the request of the hotel).**
- **Vendor tables are pre-assigned and electricity is provided.**
- **Please check in with (insert name of Vendor Chair), before proceeding to your table for set up.**

See you on (date/s) at (location).
Name, Vendor Chair

TIPS FOR VENDOR CHAIR:

1. Provide attendees and vendor a Vendor List with contact information.
2. Provide each vendor with a copy of the meeting schedule. It is helpful to vendors to know when their high traffic periods will be. Another nice consideration is to ask venue catering if there is a lunch menu available should a vendor wish to order a lunch.