



Mid-Hudson Valley Chapter
Association of Fundraising Professionals
11th Annual National Philanthropy Day®
November 29th, 2017



VENDORS WANTED!

NATIONAL PHILANTHROPY DAY EXPO

*Don't miss out on the newest opportunity to share your products and services
at an event specialized for the Nonprofit and fundraising industry!*

Date: Wednesday, November 29, 2017

Time: 7:30 AM - 2:00 PM

Location: Anthony's Pier Nine, 2975 Route 9w, New Windsor, New York 12553
(Hudson Valley Region)

The EXPO will be free and open to all attendees of the National Philanthropy Day awards breakfast and education sessions, as well as the Professional Development Power Lunch. It will be open to the public from 10 AM – 12 NOON. [Attendance of over 300 people](#) is anticipated. The objective is to bring together resources for the not-for-profit and fundraising community, with a focus on professional development. There will be a maximum of 40 vendors in booth offerings. In addition to booths, you may consider sponsoring a professional session. [AFPMHV will limit the quantity of vendors in each specific category, determine eligibility, and accept reservations on a first come basis.](#) Each vendor will be provided with the setup as noted on the registration form and electricity if requested (limited availability). Booths are limited to one per vendor.

The event is led by the Mid-Hudson Valley Chapter of the Association of Fundraising Professionals, the regions' membership organization for fundraising professionals. [The showcase will be marketed and promoted to service organizations and the public within the Hudson Valley, as well as Connecticut, New Jersey and New York via print, radio and social media.](#)

You won't want to miss out on the opportunity to promote your products and services to those who they are relevant. A complete registration form and payment should be submitted as soon as possible to assure a reservation. We reserve the right to return reservations which exceed our category limits.

Regards,

Christa Orsino
Chairperson, Vendors
2017 National Philanthropy Day



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VENDOR APPLICATION

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

WEBSITE: _____

SERVICE/PRODUCT DESCRIPTION: _____

PAYMENT: CHECK MASTERCARD VISA AMEX

TOTAL AMOUNT PAYABLE TO AFPMHV (additional 3% fee if paying by credit card):

TO BE CHARGED: \$ _____

NAME ON CARD: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CARD #: _____

SECURITY CODE: _____ EXP. DATE: _____

SIGNATURE: _____

EXHIBITORS BOOTH level receives: Booth with 6 ft. table • Two Chairs • Tablecloth

PLEASE RETURN APPLICATION AND PAYMENT BY FRIDAY, October 27, 2017

(EARLY BIRD DISCOUNT: REGISTER BY October 1, 2017 & SAVE \$25)

PAYMENT MUST ACCOMPANY THIS APPLICATION FORM TO SECURE YOUR SPACE OR SPONSORSHIP.

Table location assignments will be determined when payment is received. For additional information, contact Sarah Pruschki at AFPMHV – 845-769-9393.

MAIL: AFP Mid-Hudson Valley Chapter, 30 Scott's Corners Drive, Suite 203, Montgomery, NY 12549

EMAIL: For questions or further information, please contact MHVAFP@gmail.com

SPONSORSHIPS: Interested in a sponsorship? See the attached chart for sponsorship opportunities



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NPD EXPO SCHEDULE & GUIDELINES:

6:30 AM – 7:00 AM - Set Up - Access is through the rear of the building. All exhibitors must be ready and fully set up by 7:15 AM, and staff booths for the duration of the event.

2:00 PM – 2:30 PM – Breakdown – Exhibitors cannot breakdown earlier than 2:00 PM unless given prior approval by AFPMHV.

ELECTRICITY AND AUDIO: Exhibitors must provide a heavy-duty flat electrical cord from outlet to lighting/equipment, secured thoroughly with rubber or plastic floor cord cover (lighting will be limited to 300 watts/display). No taping to floors or exposed cords will be allowed. Electrical cords are limited to a maximum of a 4-outlet extension cord. Exhibitors wishing to use audio equipment must submit a request and have prior written approval by AFPMHV. Volume must be kept at a reasonable level. There is no free public Wi-Fi available. Please make your own accommodations.

BOOTH & TABLE LOCATIONS, SIGNAGE AND DÉCOR: Locations of tables and booths will be at the discretion of AFPMHV, and are subject to change. Locations are set to prevent impedance to the flow of traffic. No exhibitor is allowed to intercept guests in any way by calling to them, or physically stopping them. Anyone disregarding this clause will be asked to leave the facility immediately and no monies will be refunded. We highly encourage that exhibits or booths are engaging, hands-on and interactive (an activity is recommended). Keep the National Philanthropy Day audience in mind (i.e. professionals, and also the general public will be in attendance). Distribution of leaflets is not permitted outside. Placing flyers on cars is strictly prohibited. Printed matter may be distributed inside the location, only from your booth or table. No bumper stickers or self-adhesive type handouts will be permitted. No signs, posters, banners, etc. may be attached to any property or structure. No displays are to block any doors, windows, emergency or fire exits, or fire hydrants. Displays are limited to six (6) feet, unless prior written approval is obtained from AFPMHV and facility management. Helium balloons are strictly prohibited, unless weights are used, and prior approval has been given by AFPMHV. Tables and booths are to be kept neat at all times. Vendor area is to be left as clean as it was found (clean area of debris and remove trash). No boxes are to be stored behind displays. Excess literature, etc., is to be kept under tables hidden from view. All packing cartons must be either concealed or removed from the exhibit before the opening of the event. Use of lawn chairs is prohibited. Trash receptacles are located throughout the facility.

UNLOADING/LOADING & PARKING: Unloading/loading is permitted at the back entrance of the facility. After unloading/loading, all vehicles must be moved and parked to allow other vendors to unload/load. Additional parking instructions may be provided at a later date.

PAYMENT: Payment by check is preferred. If paying by credit card, there is an additional 3% charge to defray the processing fee. Checks can be made payable to AFPMHV. MAIL: AFP Mid-Hudson Valley Chapter, 30 Scott's Corners Drive, Suite 203, Montgomery, NY 12549