

**2023 ZRA ANNUAL CONFERENCE**

**(2-7 Oct. 2023- Potawatomi Zoo)**

**EXHIBITOR APPLICATION**

| **CONFERENCE INFORMATION** |
| --- |
| ExhibitionDates & Times: | Tuesday3 Oct 20237:30am- 3:00pm | Wednesday 4 Oct 20237:30am- 4:30pm | Thursday5 Oct 20238:30am- 12:00pm | Friday 6 Oct 20238:00am- 5:00pm |
| Event Location: | Embassy Suites by Hilton South Bend @ Notre Dame1140 E. Angela Blvd.South Bend, IN 46617 |
| **EXHIBITOR’S INFORMATION** |
| Company Name: |  |
| Address: |  |
| City, State, Zip: |  |
| Contact Name: |  |
| Telephone: |  | Email |  |
| Product(s) to be Exhibited: |  |
| Representatives Staffing Booth: | (Name, Title) | (phone #) |
| (email address) |
| (Name, Title) | (phone #) |
| (email address) |
| Additional Information/Requests: |  |
| **BOOTH INFORMATION** |
| Please Reserve (check one): |  | One skirted, 6 foot table at $300.00  |
|  | Two skirted, 6 foot tables at $300.00 each |
| Provided by ZRA: | * Table(s) as noted above
* 2 chairs
* Wi-Fi access
 |
| Not Provided by ZRA: | * Electrical / AV supplies other than noted above
* Meals for representatives not registered for the conference
 |
| **TERMS & CONDITIONS** |
| Payment: | **Full payment of exhibitor fee is due by: 29 August 2023****Make check payable to: Potawatomi Zoo c/o ZRA**To pay by check or money order: Complete, sign and mail this form with your payment to: Anna Pelc, Curator of Records/ZRA Conference Host Potawatomi Zoo 500 S. Greenlawn Ave.South Bend, IN 46615To pay by credit card, please contact Anna Pelc at Potawatomi Zoo **(574)245-6162** Email: apelc@potawatomizoo.org  |
| Cancellation: | If notice of cancellation is received:* Prior to (1 September 2023) = full refund of fees paid to ZRA
* Prior to (15 September 2023) = refund of fees paid to ZRA, less $100
* After (15 September 2023) = no refund of fees paid to ZRA
 |
| ZRA reserves the right to limit the number of participating vendors. Any vendor not accepted will have their entry fee returned promptly. |

|  |  |
| --- | --- |
| x | x |
| *Signature*(Name), (Title), (Company Name) | Date |
| **FOR MORE INFORMATION CONTACT:** |
| Shelly RoachChairman, ZRA Annual Conference Committee | shelly.roach@columbuszoo.org 614-645-3429 |
| Joann WatsonVice-Chairman, ZRA Annual Conference Committee | jwatson@houstonzoo.org 713-533-6510 |

| **ZRA USE ONLY** |
| --- |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Approved |  | Denied  |
| Approval / Denial Letter Sent: (date) |
| Payment Received: (date) |