



# MOVING RESPITE FORWARD

## Exhibitor Information Form

Please complete this Exhibitor Information Form to reserve virtual exhibit space for the 2021 International Short Break Association conference to be held June 22-25, 2021.

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### Section 1: Company/Organization Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company/Agency Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Tel: (W) \_\_\_\_\_ (M) \_\_\_\_\_ (Fax) \_\_\_\_\_

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### Section 2: Virtual Exhibitor Booth Fees

**For Sponsoring Organizations:** If you would like to be a conference sponsor, please complete a separate sponsorship form and attach to the exhibitor form. Organizations providing sponsorship of \$2,500 or more qualify for free exhibitor space, and organizations providing a \$1,000 to \$2,499 sponsorship qualify for a \$100-discounted exhibitor space.

Sponsorship form attached       Sponsorship form requested

**All Other Exhibitors:** Virtual Exhibitor Booth Fees (please select one):

For profit \$600  
 Non-profit \$250      (*Non-profits must attach a copy of their Federal Non-Profit Status letter with Federal Identification Number*)

### Section 3: Payment

Please note that there is no charge for a virtual exhibit booth for Champion, Platinum, Gold and Silver Sponsors (write Sponsor in total), and there is a discount of \$100 for Bronze Sponsors.

For profit (\$600)	\$ _____
Non-profit (\$250)	\$ _____
Less \$100 discount for \$1,000-2,499 level sponsors	\$ _____
<b>Total</b>	<b>\$ _____</b>

### For your Reference

- **Confirmation** – Exhibitor fees are due no later than April 1, 2021. A confirmation of your virtual exhibit booth will be sent to you via email by May 1, 2021, once your forms and payment have been received. Additional instructions may be included in confirmation email.

### Cancellations

Cancellation of any portion of this contract by the Exhibitor will be accepted only at the discretion of ISBA and in all cases subject to the following refund policies:

- On or before April 16, 2021: 80% refund on cancelled exhibit space
- After April 16, 2021: No Refund

Notification of cancellation will only be considered official when submitted in writing and sent to the address above and will be subject to the above policy based on postmark date.

### **Please choose form of payment:**

**Check**  Make check payable to: **Wisconsin Union Conference Management**

**Credit Card\*** VISA  MasterCard  Discover  American Express

Card Number: \_\_\_\_\_ Security Code: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Name on card: \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_

*\* If you prefer to provide your credit card information by phone, please contact Wisconsin Union Conference Management at 608-265- 6534 Monday – Friday from 8:30 am – 4:30 pm CST.*

### **Billing Address:**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**All exhibitor fees are payable no later than April 1, 2021!**

Return Form and payment information to Laura Richards at [isba2021@union.wisc.edu](mailto:isba2021@union.wisc.edu):

Laura Richards, CMP  
Wisconsin Union –Conference Management  
800 Langdon Street  
Madison, WI 53706

**Questions??:** If you have questions about exhibitor opportunities, please contact Laura Richards at [isba2021@union.wisc.edu](mailto:isba2021@union.wisc.edu) or call 608-265-6534.

***Thank you for your Support!***

