

## **PERSON, PLACE or SERVICE PARTICIPATION FORM**

We are delighted that you have decided to participate in *Hudson Valley Magazine's* Best of Hudson Valley® Party. This year the party is on Thursday, October 15, 2009 from 5:30 PM to 8:30 PM at the Poughkeepsie Grand Hotel in Poughkeepsie, New York.

To confirm your participation, please fill out the information below and return no later than **August 10<sup>th</sup>, 2009**. Forms can be faxed to 914.592.0049.

**Only the first 75 winners to respond will be accepted to set up a display.**

### **FOR PUBLICATION WITHIN MAGAZINE**

Business name as it should appear in print \_\_\_\_\_

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

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

Contact Name(s): \_\_\_\_\_

It is best to reach me by:

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

E-mail Address \_\_\_\_\_

### **SET UP**

As a person, place or service you will be provided with one 6' table with white linens and two chairs. You can opt to not use the tables, but you will need to stay within the 8' wide x 10' deep space allotted to you.

In addition to the (1) 6' table I will need to buy: \_\_\_\_\_ additional tables at \$100.00 each.

I do not need tables.

## ELECTRICITY

Because electricity is costly, please use your discretion when requesting it.

Do you require electricity?

- YES    **For what?** \_\_\_\_\_  
 NO    **What voltage?** \_\_\_\_\_

Electricity will be provided at no cost to you but you will be required to **bring your own extension cord, adaptors/power strips** to plug into power source. (a 3 ft. cord is recommended)

## GIVEAWAYS / FOOD & BEVERAGE

We ask that, when possible, you serve samples of your winning product. Keep in mind that the party will attract 1500 guests; you should plan to serve samplings for 500–750 guests.

**Giveaways at my booth:** \_\_\_\_\_

## ADDITIONAL REQUIRED FORMS

- The facility requires that each vendor provide a certificate of insurance.

## SPECIAL NEEDS OR REQUIREMENTS

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*\*We cannot guarantee that we will be able to accommodate all requests but we will certainly try.*

## TICKETS

- Best of Hudson Valley® winners participating in the party will receive a maximum of 3 complimentary tickets for staff working at the event or donating to the Chinese Raffle (a total of 3 tickets). Tickets will be included in your final exhibitor package to be handed out at the winners walk through on Thursday, October 1, 2009.
- **Additional winner tickets** are available at a 50% discount of the \$40.00 ticket price. The additional winner ticket price is **\$20.00** until October 1st, 2009. To purchase additional tickets, please call our marketing department at 914.345.0601 x146 or fill out the additional ticket form and fax back to us.

## CHINESE RAFFLE

Are you interested in providing an item for the Chinese Raffle?

- Yes (please fill out attached form)       No

**Please fax to 914.592.0049 by August 10<sup>th</sup>, 2009**