



Assistance Dogs International Conference

Vendor Information & Registration Form

September 8-11, 2019

**Embassy Suites by Hilton
13700 Conference Center Drive South
Noblesville, Indiana 46060
USA**



Hosted by Indiana Canine Assistant Network (ICAN)

Our International conference starts on Sunday evening with a Welcome Reception with the formal educational conference beginning on Monday, September 9, 2019

ICAN will be hosting our conference at the Embassy Suites by Hilton in Noblesville, Indiana. If you are interested in staying at the same hotel as our conference, reservations **for lodging** at the Embassy Suites will be posted on our website at a later date.

Shipping Items

Vendors are responsible for making their own arrangements with the hotel for shipping and receiving their items.

Booth Size/ Table

Each vendor space is provided a 6-foot table (no linens) and one/two chairs, or space area of comparable size for the vendor's own booth.

Booth Setup

You may set up your booth on Sunday, September 8, 2019, between 6 p.m. - 8:30 p.m. or on Monday, September 9, 2019 starting at 7:30 a.m.

Booth Take Down

You may take down your booth at any time during the conference up to noon on the last day, September 11, 2019.

Please note that ADI does not take any responsibility for the security of your booth and products when left unattended.

Banquet (optional)

Vendors may attend our evening banquet for \$50 (U.S. funds) per person.

CONFERENCE EDUCATIONAL SESSIONS

Vendor registration does not include attendance to the education sessions or presentations.

If you have any questions, please feel free to contact Chris Diefenthaler, Executive Director at info@assistancedogsinternational.org or (419) 350-5788.

To reserve your vendor space, please have vendor registration form and fee payment returned via email or regular mail by June 1, 2019.

We look forward to seeing you at the conference.

Assistance Dogs International, PO Box 276, Maumee, OH 43537-0276

web site: www.assistancedogsinternational.org

Email: info@assistancedogsinternational.org

Phone: (419) 350-5788

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September 8-11, 2019

**Embassy Suites by Hilton
13700 Conference Center Drive South
Indianapolis, Indiana 46060
USA**

Vendor Registration

Thank you for joining us. We look forward to your participation and a great conference.

Name:

Business Name:

Address:

City:

State:

Zip:

Business Phone:

Cell Phone:

Email:

Vendor registration forms must be received by June 1, 2019.

You will be e-mailed a confirmation to use as your receipt.

Vendor registration fee (per space) International Conference
September 8th – 11th, 2019 - \$300 USD

I will be attending the banquet (\$50 USD per person)

Meal Choice (please write the number of meals in front of the meal selection)

Meat Entrée

Chicken Entrée

Vegetarian Entrée

There will be ____ people in my banquet party. If there is more than one person in your reservation, please indicate the # of meals in the meal choices.

Please e-mail vendor registration & fee to info@assistancedogsinternational.org

Checks payable to **Assistance Dogs International** mailed to **ADI, PO Box 276, Maumee, OH 43537-0276**. Fees may be paid via credit card using the attached form may be emailed to the above email address.

ALL FEES MUST BE PAID BY CREDIT CARD AND IN U.S. FUNDS

Credit Card Payment

ADI accepts Visa, MasterCard, American Express & Discover

Please enter the information exactly as it appears on your credit card statement

Credit Card Number:

Expiration Date:

**3 Digit code on back of card:
(AMEX 4 digits on front of card)**

Name on Card:

Credit Card Billing Address:

City:

State/Country:

Zip Code/Postal Code:

Signature: