**VENDOR**

**MEETING REGISTRATION FORM**

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|  | FOR OFFICE USE |  |
| DATE REC’D | CHECK # | AMOUNT |
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**COLLEGE STORES ASSOCIATION OF NC (CSANC)**

Annual Meeting October 5th- 7th 2025

Conference Center at GTCC, (7908 Leabourne Rd, Colfax, NC 27235)

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EMAIL ADDRESS WEBSITE ADDRESS

**ELIGIBILITY**

To participate in this Annual Meeting, dues must be paid and the vendor must be in good standing with CSANC. Please complete and submit the CSANCA 2025 Application For Membership.

**Table Top Expo**

I request a 6 ft table for displaying my goods and I agree that all items must fit on that table: **Y N**

No signage or displays allowed on the floor.

**Registration**

Full Registration is required for each table being requested. Duplicate this form for more than one table $\_**250.00\_**\_\_\_\_

A Full Registration covers all sessions and events.

• Monday and Opening Night Reception $150.00 (This line requires 1 full registration) . . . . . . . . . . . . . . . $ \_\_\_\_\_\_\_\_\_\_\_

Please circle Yes or No if you plan to attend or not attend Monday night event ………………….. **Y** or **N**

• Tuesday Full Day $100.00 (This line requires 1 full registration) . . . .. . . . . . . . . . . . . . . . . . . . . . $ \_\_\_\_\_\_\_\_\_\_\_

Enter Sponsorship - Bronze $100.00, Silver $200.00, Gold $300.00, Platinum $500.00 . . . . . . . . . . . . . . $ \_\_\_\_\_\_\_\_\_\_\_

I will need low current standard electricity at my table. If yes then enter $50.00 . . . . . . . . . . . . . . . . . . . . . $ \_\_\_\_\_\_\_\_\_\_\_

TOTAL $ \_\_\_\_\_\_\_\_\_\_\_

**Preferences (for Table Top Expo event)**

I prefer to be near \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I prefer to not be near \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Dietary Needs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Make checks payable to: Mail completed form with payment to:**

CSANC CSANC

If you would like to pay by credit card or questions, please Attention: GTCC Bookstore /Terraic Williams

contact Terraic @ [csanc.org@gmail.com](mailto:csanc.org@gmail.com) to make PO Box 309

arrangements. Jamestown, NC 27282

**CSANC**

**Table Top Expo**

**Additional Information**

To participate in this Annual Meeting and Table Top Expo, dues must be fully paid and vendor must be in good standing with CSANC. Participating vendors agree to abide by the rules and regulations of CSANC.

A full registration of $250.00 is required for each table being requested. Please complete and submit separate forms for each table being requested.

A full Registration of $250.00 covers all sessions, meals, and on-site events.

If shipping goods in advance for the Table Top Expo, due to storage concerns we recommend your shipment not arrive no more than 3 days prior to the event. Make sure you have the venue address on it, ((GTCC-Cameron Campus – 7908 Leabourne Rd, Colfax, NC 27235); Attn: Linda Justice for CSANC Conference).  Also make sure you have a prepaid return label on the packages if they can be shipped back to you. CSANC will not be responsible for any shipments to or from the venue that were damaged or lost.

Each full registration entitles the registrant to invite one guest. Only a guest may purchase events separately if wanted.

This year tables will be 6ft and vendors must agree that all items being presented must fit on that table with a height not to exceed 96”. Neither items nor signage may be placed on the floor next to your table or anywhere else in the room.

Vendors must bring there own table clothes. The Conference center will not provide.

Table Top Expo floor opens on Monday at 9 am for set-up and must be complete by 12am on the day of the Table Top Expo.

Tables are assigned space according to fire marshal and/or hotel regulations and are not to be moved or removed without consent of CSANC officers.

Supervisors will be patrolling the trade show floor and advising vendors of any infractions found. Vendors in violation will be asked to correct the problem or be evicted from the Table Top Expo. Registration will not be refunded.

Lots of preparation has been done in advance to keep vendor competitors away from each other and special consideration has been given to those paying extra for electricity. If unhappy with your table assignment, or location, or if end-of-aisle placement is required to accommodate ambulatory needs, please contact a supervisor at least two hours before the trade show opens for the possibility of being relocated. We will do all possible within reason to accommodate your needs.

The CSANC Executive Board are constantly looking for ways to improve your Table Top Expo experience. Please take a few minutes and list any suggestions you have that may make this a better show. We will present your suggestions at the next Board of Directors meeting for their consideration.

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**CSANC RULES & REGULATIONS**

**Vendor member in good standing**

Privilege to attend annual convention. Members must purchase a full registration.

Privilege to attend all sessions

Privilege to attend networking suite

Privilege to invite one guest with each membership. Must register full or partial.

Listing on the CSANC web site directory for the member and the company

Privilege to participate in Table Top Expo and display wares

Limit one table per membership, or

Limit one table per full registration (choose one)

**Vendor member not in good standing**

No privileges

**Membership Termination**

Membership may be terminated if the member is cited for inappropriate behavior which will be determined by the CSANC board of directors after an investigation. Outcome and/or reprimand will be based on the board findings plus input from the bookstore board.

Action may include but not be limited to:

No action

A request for written apology

A warning

Suspension of membership

Termination of membership

**Membership Reactivation**

To reactivate a membership and become a member in good standing, one must pay the current year’s dues, and one must pay the previous year’s dues. At this writing, dues are $50.00 per year.

To reactivate a membership that was terminated for bad behavior or violation of CSANC rules, one must submit a new application which will be reviewed by the board of directors and in their judgment either approved or denied.

**Trade Show**

The trade show is a Table Top Expo and all goods on display must fit on your assigned table. No exceptions. NO FLOOR displays will be allowed.

**Note: These rules & regulations may be subject to change based on each year's convention.**