EXHIBITION COST: $425 PER TABLE

INCLUDES:
• 6’6’ exhibit “footprint” with royal blue tablecloth and 2 chairs (space is limited due to table dimensions)
• Continental breakfast and 2 boxed lunches per table (additional lunches can be accommodated upon advance request)
• Backdrop or trade show display is allowable per request
• Electric and high-speed internet access available per advanced request

PAYMENT TYPE: Visa, MasterCard, or Check

CHECKS SHOULD BE MADE PAYABLE TO:
Columbia University Vendor Fair Procurement Services
615 West 131st Street, 3rd Floor
New York, NY 10027

ALL PAYMENTS MUST BE RECEIVED NO LATER THAN FEBRUARY 21, 2014

LOGISTICS

SHIPMENT OF MATERIALS:
If you are shipping packages prior to the fair, please include your company name and contact in the return address. Additionally, you must show the number of boxes as: 1 of 3, 2 of 3, etc. This will help the distribution of packages the day of the event. It is the vendor’s responsibility to track their packages via shipper and to obtain names/signatures upon delivery. Boxes should arrive no earlier than three business days prior to the event.

For the March 12th Vendor Fair, please ship to the following address:

Alfred Lerner Hall
Columbia University in the City of New York
C/O CU PROCUREMENT VENDOR FAIR
2920 Broadway MC 2603
New York, NY 10027
(212) 854-5798

PACKAGES MUST HAVE “C/O PROCUREMENT VENDOR FAIR” CLEARLY INDICATED

For the March 27th Vendor Fair, please ship to the following address:

Kimberly Ver Steeg
The Armory Foundation
C/O CU PROCUREMENT VENDOR FAIR
216 Fort Washington Avenue
New York, NY 10032
(212) 923-1803 ext. 12

PACKAGES MUST HAVE “C/O PROCUREMENT VENDOR FAIR” CLEARLY INDICATED

Columbia will store your display/materials after the March 12th fair if such display/materials are required for the March 27th fair. If items are to be returned, please package items, add prepaid shipping label(s) for either FedEx or UPS and we will arrange for carrier pick-up on your behalf. Be sure to add pre-paid shipping label to all packages to be shipped. Should you have any questions, please contact Michelle Cooper (212) 854-7326.