



Fourth Quarter Meeting and Vendor Fair October 9, 2002

Vendor Fair Guidelines

The Central Ohio Chapter of DAMA, (DAMA-COC) will be hosting a vendor fair in conjunction with our regularly scheduled quarterly meeting, Wednesday, October 9, 2002.

We invite vendors and providers to participate in this vendors fair under the following conditions:

- Each participating vendor will be provided with one five-foot long table and two chairs
- The vendor spaces will be a minimum of eight feet wide by six feet deep.
- Spaces will be assigned on a first-come, first-served basis.
- Vendor representatives are welcome to attend the meeting presentation at no additional charge
- Participating vendors will have their contact information listed on the www.damacoc.org web site within one week after our receipt of payment until at least November 9, 2002.
- The web page listing participating vendors will provide visitors the opportunity to contact the vendor directly to set up appointments, demonstrations, etc., either prior to or subsequent to the October 9 meeting.
- Participation fee is \$100.00 US per booth space. Check or money order to be made payable to “**DAMA-COC**” and mailed to DAMA-COC, P.O. Box 16308, Columbus, OH 43216-6308.
- Vendors assume full responsibility for any injuries and/or material losses resulting directly or indirectly from participation in the DAMA-COC vendor fair.
- Vendors may begin set-up at Noon on October 9, 2002. The vendor fair portion of the program is scheduled from 3:00 – 5:00 PM, but meeting attendees may enter the vendor fair area prior to 3:00 PM, at their discretion.



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Vendor Fair Participation Agreement

Vendor Name: _____

Representative: _____

Mailing Address: _____

Phone Number: _____

e-mail Address: _____

As an official representative of the above-named vendor organization, I hereby request a booth (including a 5-foot long table and two chairs) at the October 9, 2002 General Membership Meeting and Vendor Fair organized by DAMA-COC (Data Management Association – Central Ohio Chapter). I agree that all attending representatives of the above-named vendor organization will abide by the Vendor Fair Guidelines set forth on the cover page provided with this agreement form.

Signed: _____

Date: _____

Received by DAMA-COC on _____ by _____.