



National Philanthropy Day

November 12, 2004

Vendor Participation Guidelines

**LaCentre Conference and Banquet Facility in Westlake
25777 Detroit Road, Westlake OH (440-250-2000)**

- | | |
|--------------------------|---|
| ▪ 8:00 a.m. – 12:00 noon | Vendor Exhibition & Fundraising Workshops |
| ▪ 11:45 a.m. – 1:30 p.m. | Awards Luncheon |
| ▪ 1:30 p.m. – 2:00 p.m. | Vendor Wrap-up with Participants |

Exhibitor Information:

- One eight foot skirted table and two chairs will be provided.
- Key vendor times will be from 8:00-8:30 a.m., 9:45-10:15 a.m., 11:30-12:00 p.m. and 1:30-2:00 p.m.
- Tables are assigned by the National Philanthropy Day Committee.
- Tabletop displays only. Freestanding displays cannot be accommodated.
- Tables must be staffed throughout the entire Exhibition.
- Electrical services are limited. Please contact us immediately with any special needs.
- Selling of goods or services is not permitted during the event.
- Walls and columns may not be used for mounting of display materials.
- Exhibitors are responsible for supplying their own display materials.
- No loud audio or video, please.

Set Up/Tear Down:

- Vendor set up begins at 7:00 a.m., Friday November 12th. All tables must be set and staffed by 7:45 a.m.
- Please access the building via the front doors.
- All exhibitors must sign in at registration (check room upon arrival). Upon registration, volunteers will be available to assist you in locating your table.
- Tear down must be completed by 3:00 p.m.

Greater Cleveland Chapter

1120 Chester Avenue, Suite 470 • Cleveland, OH 44114 • Voice: 216-696-1613
Fax: 216-696-2582 • www.afpcleveland.org

Recognition:

- Vendors will be acknowledged in the event's program book. The event program book will be the same piece that is inserted in the November 2004 issue of Northern Ohio Live, which has a readership of over 150,000.
- Participating sponsors and vendors company profile and contact information will be included in a special "AFP Resource Partner" insert in AFP Greater Cleveland Chapter's newsletter and highlighted on the Chapter's web site for one year after the event with an optional link to your website.
- Vendors will be acknowledged in a full page ad in the Plain Dealer, which will highlight National Philanthropy Day, 2004. The ad will run sometime during the week of November 8-12th.
- The "AFP Resource Partner" form must be received no later than November 26th.

Luncheon:

- Participating exhibitors (2) are welcome to join in the luncheon program as our guests.
- Seating is limited. Please confirm your attendance at the luncheon by contacting Carol Powers no later than November 1st

Contact Information:

John F. Garofalo, Sponsorship Committee Chair
216-831-2255
John_Garofalo@beechbrook.org

OR

Carol Powers, Chapter Administrator
Association of Fundraising Professionals ~ Greater Cleveland Chapter
1120 Chester Avenue - Suite 470, Cleveland OH 44114
(216) 696.1613 email: admin @ afpcleveland.org

The **Association of Fundraising Professionals (AFP)**, formerly known as the National Society of Fund Raising Executives (NSFRE), is the leading professional association of fundraising professionals who work for nonprofit and philanthropic organizations. Celebrating 42 years, the Association now represents more than 26,000 members in 167 chapters throughout the U.S., Canada and Mexico. The mission of AFP is to advance philanthropy by enabling people and organizations to practice effective and ethical fundraising. The core activities through which AFP fulfills this mission include education, training, mentoring, research, credentialing and advocacy.

Greater Cleveland Chapter

1120 Chester Avenue, Suite 470 • Cleveland, OH 44114 • Voice: 216-696-1613
Fax: 216-696-2582 • www.afpcleveland.org