

**2023 ZRA ANNUAL CONFERENCE**

**(2-7 Oct. 2023- Potawatomi Zoo)**

**EXHIBITOR APPLICATION**

| **CONFERENCE INFORMATION** | | | | | | | | |
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| Exhibition  Dates & Times: | Tuesday  3 Oct 2023  7:30am- 3:00pm | | Wednesday  4 Oct 2023  7:30am- 4:30pm | | | | Thursday  5 Oct 2023  8:30am- 12:00pm | Friday  6 Oct 2023  8:00am- 5:00pm |
| Event Location: | Embassy Suites by Hilton South Bend @ Notre Dame  1140 E. Angela Blvd.  South Bend, IN 46617 | | | | | | | |
| **EXHIBITOR’S INFORMATION** | | | | | | | | |
| Company Name: |  | | | | | | | |
| Address: |  | | | | | | | |
| City, State, Zip: |  | | | | | | | |
| Contact Name: |  | | | | | | | |
| Telephone: |  | | | Email |  | | | |
| Product(s) to be Exhibited: |  | | | | | | | |
| Representatives Staffing Booth: | (Name, Title) | | | | | (phone #) | | |
| (email address) | | |
| (Name, Title) | | | | | (phone #) | | |
| (email address) | | |
| Additional Information/Requests: |  | | | | | | | |
| **BOOTH INFORMATION** | | | | | | | | |
| Please Reserve (check one): |  | One skirted, 6 foot table at $300.00 | | | | | | |
|  | Two skirted, 6 foot tables at $300.00 each | | | | | | |
| Provided by ZRA: | * Table(s) as noted above * 2 chairs * Wi-Fi access | | | | | | | |
| Not Provided by ZRA: | * Electrical / AV supplies other than noted above * Meals for representatives not registered for the conference | | | | | | | |
| **TERMS & CONDITIONS** | | | | | | | | |
| Payment: | **Full payment of exhibitor fee is due by: 29 August 2023**  **Make check payable to: Potawatomi Zoo c/o ZRA**  To pay by check or money order: Complete, sign and mail this form with your payment to:  Anna Pelc, Curator of Records/ZRA Conference Host  Potawatomi Zoo  500 S. Greenlawn Ave.  South Bend, IN 46615  To pay by credit card, please contact Anna Pelc at Potawatomi Zoo **(574)245-6162**  Email: [apelc@potawatomizoo.org](mailto:apelc@potawatomizoo.org) | | | | | | | |
| Cancellation: | If notice of cancellation is received:   * Prior to (1 September 2023) = full refund of fees paid to ZRA * Prior to (15 September 2023) = refund of fees paid to ZRA, less $100 * After (15 September 2023) = no refund of fees paid to ZRA | | | | | | | |
| ZRA reserves the right to limit the number of participating vendors. Any vendor not accepted will have their entry fee returned promptly. | | | | | | | | |

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| *Signature*  (Name), (Title), (Company Name) | | Date |
| **FOR MORE INFORMATION CONTACT:** | | |
| Shelly Roach  Chairman, ZRA Annual Conference Committee | [shelly.roach@columbuszoo.org](mailto:shelly.roach@columbuszoo.org)  614-645-3429 | |
| Joann Watson  Vice-Chairman, ZRA Annual Conference Committee | [jwatson@houstonzoo.org](mailto:jwatson@houstonzoo.org)  713-533-6510 | |

| **ZRA USE ONLY** |
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|  | Approved |  | Denied |
| Approval / Denial Letter Sent: (date) | | | |
| Payment Received: (date) | | | |