



McHenry County Illinois Genealogical Society
P.O. Box 184, Crystal Lake, IL 60039-0184

2020 Conference Vendor Registration Form

Conference Date: 11 July 2020

Time: Vendor setup at 7 AM, Conference 8 AM – 3:30 PM. All materials must be removed by 4 PM

Location: McHenry County College, 8900 Route 14, Crystal Lake, IL

Reservation cutoff: Vendor registration must be received by 1 June 2020

Your organization name:

Address:

Email:

Phone:

Contact Name:

Name(s) of each vendor attending (required for name tags):

Table: Please reserve 1 table (6 ft. long by 2 ft. deep) for the fee of \$10. If you need additional tables please contact Laurie Stage at Laurie.stage@mcigs.org to ensure additional tables are available. **Vendors must provide their own table coverings and signage.**

Electrical: Outlet needed: YES _____ NO _____

Vendors must supply their own extension cords and power strips.

Fees: All fees must be paid by June 1, 2020. Cancellations will be accepted no later than May 1, 2020 and no refunds will be made after that date.

Lunch: You may order a box lunch for \$10.00. All lunches include condiments on the side, chips and dessert plus coffee, lemonade or water. Please indicate the lunches needed below and the name(s) of those ordering them so the food choice can be noted on the nametag.

Sandwich Choice	Name of Person(s)	Gluten Free Sandwich Choice	Name of Person(s)
Beef		Gluten Free Beef	
Ham		Gluten Free Ham	
Turkey		Gluten Free Turkey	
Vegetarian		Gluten Free Vegetarian	

If you are **not** interested in purchasing a lunch, please initial here: _____

Total fees enclosed: Table \$10 + \$10 for each lunch = _____ \$10 _____

If you have any questions, please don't hesitate to email Laurie Stage at laurie.stage@mcigs.org or call 847-533-9859. We look forward to hearing from you and having your organization represented at our event.

REMEMBER: Cutoff for registrations is 1 June 2020. We will be unable to accommodate walk-in vendors.