



International Education Week – Exhibitor Registration Form

San Diego Mesa College will hold its annual International Education Week **Exhibitors' Fair on Tuesday, November 18, 2014 from 10am to 1pm** (with set-up from 9am and lunch at 1pm). Please take a few minutes to fill out this registration form and email it to llopez@sdccd.edu or fax it to (619) 388-5814.

Name of company / Organization: _____

Contact name: _____

Address: _____

Website: _____

Name of representative(s) attending event: _____

Email(s): _____

Phone number:

Fax (if available): _____

If you represent a non-profit agency, then there is no registration fee. All other agencies are required to send a \$75 check by mail payable to SDMC International Education to cover operating costs. Names of agencies will be published in an event program and on student surveys. We will send you a confirmation, parking permit, and campus map as the event draws closer. We look forward to seeing you on November 18th.

San Diego Mesa College – 7250 Mesa College Drive – San Diego, CA 92111
International Education Office – Office I-109 – (619) 388-2213
<http://www.sdmesa.edu/about-mesa/institution/global-awareness/>

**** Please complete the next page****



Deadline: All spaces will be allotted on a first come, first served basis. If your merchandise is deemed inappropriate for the Exhibitors' Fair, or if there are no spaces available, your check will be promptly returned.

No refunds will be given due to exhibitor cancellations.

(Print Individual or Company Name)

agrees to save and hold harmless the San Diego Community College District, its employees, Trustees, and students, from any and all liability, costs, litigation or claims for injury or death to any person, including, Exhibitor or Exhibitor's employees; or for damage to any property, including but not limited to that of Exhibitor or the San Diego Community College District, arising from any cause related to Exhibitor's direct or indirect participation in the **International Education Celebration** at Mesa College. Vendors will arrange appropriate insurance to insure this potential liability in amounts sufficient to protect itself and the San Diego Community College District.

Signature of Representative

Date

For office use only – do not write below this line

Date received: _____ Amt. received: _____ Deposit Date: _____

Vendor material deemed appropriate: __Y or __N/ If no, explain: _____

Space number allotted: _____

Other action: _____ Initialed: _____