

3RD ANNUAL
**METASTATIC
BREAST CANCER
CONFERENCE
AND RESOURCE FAIR**

APRIL 3-4, 2020



355 E. Erie St. Chicago, IL 60611

Resource Fair- Vendor Form

Date & Time: Saturday April 4th, 2020

Participants Arrive: 8:00am

Program: 9:30am — 2:30pm

Resource Fair Set Up/Breakdown: 7:30am – 12:00pm

Location: 355 E. Erie Street Chicago, IL 60611

Shirley Ryan AbilityLab

Sky Lobby, 10th floor

Parking Information:

The parking garage is located on Ontario Street just west of McClurg Court
\$15 parking validation will be offered

Information for Vendors:

Susan G. Komen Chicago is proud to present our 3rd Annual Metastatic Breast Cancer Conference. This event provides a special opportunity for those living with Metastatic Breast Cancer, clinicians, healthcare workers and caregivers to learn about the latest advancements in treatments, clinical trials, disability rights and local resources. The event will feature expert speakers and patient panelists.

For a small \$20 fee, we are offering the opportunity to include your organization as a community partner for the event. This community partner status would include: a mention in our marketing and outreach, a table display at the event, and networking with participants. We are thrilled to be able to include you in this way, as we know this information will be incredibly useful and valuable to our event attendees. We kindly ask that you help publicize this event as a community partner. *

To be listed as a community partner and host a table at the conference, please complete the attached form, and indicate how you intend to help publicize this event to your constituency.

Important Reminders:

- An understanding that **NO** selling will be allowed at the event
- Set up time will start at **7:30AM** and end at **12:00pm**
- There will be no table assignments, tables will be on a first come-first served basis
- Vendors **MUST** provide their own tablecloth
- Plan to expect around **150 attendees**

** In order to exhibit at the event, we must receive your form by March 16th, 2020*

Event Registration: komenchicago.org/mbcc2020/

Susan G. Komen® Chicago 213 W. Institute Pl, Suite 302, Chicago, IL 60610

www.komenchicago.org

(773)444-0061

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AbilitySource 355 E. Erie St. Chicago, IL 60611

Resource Fair Vendor Form

Organization Information

Organization Name	
Contact Name	
Contact Phone	
Contact Email	
Brief Description of Organization	
Link to Website	

Publicity Commitment

Please select **at least two activities** you agree to perform to help publicize this event and indicate approximately when these activities would occur. Please select whichever activities work best for your organization and audience.

Post on Facebook, Twitter, and Instagram (if applicable) at least 2 times between February 8 th and April 8 th ; this includes sharing the event on Facebook	
Blog post/website blurb leading up to the event and after the event sharing your recap of the program	
Online calendar listing	
Mention prominently in your newsletter	
Email Blast	
Recruitment through personalized messages and invite at least 25 individuals to view the event via livestream www.komenchicago.org/mbcconference	
Other Activity	

In-Person Presence

Who will be present representing your organization? (Name, phone number, email)	
What will you be able to provide at your table? (Fliers, coupons, promo items, games, etc.)	
Would you like to provide an item to be placed in the participant bag? (150 items due to the Komen Chicago office by 3/21/20)	
Will your exhibit require an electrical outlet?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to provide a raffle prize donation for the Fair Raffle? (item)	<input type="checkbox"/> Yes <input type="checkbox"/> No

By March 16th, return this form to:

Robin Page at mbc@komenchicago.org

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